

VOLUME 1
JOINT FEDERAL TRAVEL REGULATIONS
CHANGE 145

Alexandria, VA

1 January 1999

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 January 1999 unless otherwise indicated.

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This change includes all material previously announced through PD 98036 and in JDs 98023 and 98024. Insert the attached pages and remove the corresponding pages. Remove pages U(J)-7 through U(J)-25; U(K)-17 through U(K)-125; and P-1 through P-11. This cover page replaces the Change 144 cover page.

BRIEF OF REVISION

These are the major changes made by Change 145:

U1010; U3125; U3130; T4060. Implements GSA changes made to the "Fly America Act."

U5414. Allows transportation of a POV to a member ordered on PCS within CONUS who can't drive.

U7150. Authorizes the applicable automobile/motorcycle mileage rate "for one round trip between duty station" and home, unit assignment or place from which called (or ordered) to active duty.

U9104, Appendix P. Deletes Appendix P and entitlement to BAH-II.

Appendix A. Updates and newly revises definitions as used in the JFTR.

Appendix E. Approves the continuation request for FPOV exempt status for Cameroon, Geilenkirchen Air Base Germany, and the Netherlands effective 28 October 1998 with a reporting date of 28 October 2000.

Appendix J. Updates the COLA Annual Compensation Tables effective 1 January 1999.



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Appendix Q. Clarifies that items such as laundry and workout room/gym fees aren't separately reimbursable expenses.

Table U5G-1 and U5G-2. Increases the DLA Rate Tables by the amount of the basic pay raise (3.6%).

Various paragraphs. Replaces the OTD with the mandatory use of Defense Table of Official Distances (DTOD) for computing official travel payments for TDY, PCS and DITY moves; and is the DoD source for distance information worldwide.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME I

Following is a list of sheets in force in Volume I, Joint Federal Travel Regulations, which are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. See "Procurement of Regulations" in the Introduction. Single sheets aren't available.

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CHAPTER 1

APPLICABILITY AND GENERAL INFORMATION

U1000 AUTHORITY

The regulations in this Volume pertain to travel and transportation. They're issued under the authority of 10 U.S.C. §2631-2635 and Chapter 7, 37 U.S.C.

U1005 APPLICATION

This Volume contains basic *statutory regulations* concerning official travel and transportation of members of the Uniformed Services. *There may be circumstances when travel and transportation entitlements are prohibited and are so stated. However, just because a prohibition isn't stated doesn't mean that an entitlement exists or can be authorized. All regular and reserve personnel, without regard to the Service to which they are assigned, are covered.*

U1006 COMPLEMENTARY REGULATIONS

DIA prescribes regulations in DIA Manual (DIAM) 100-1, Volume 1, Part 4. These regulations provide special allowances for DOD members, who are U.S. nationals, assigned to or in designated training for assignment to a DAS or DIA liaison detachment station outside the United States. These regulations also affect their dependents. *Members may not receive allowances under the DIA regulations and allowances prescribed in this Volume for the same purpose. The allowances include:*

1. environmental and morale leave transportation,
2. travel and other expenses for dependent education,
3. home visitation between consecutive tours,
4. dependent travel in connection with TDY,
5. dependent visitation,
6. dependent care expenses connected with training of responsible dependents,
7. representational travel by dependents,
8. removal of dependents and HHG,
9. shipment of a POV.

Address requests for copies of DIAM 100-1 to Department of Defense, Defense Intelligence Agency, ATTN: DA, Washington, DC 20340-5339.

U1010 IMPLEMENTATION

A. Entitlement Regulations. *The regulations in this Volume require no further entitlement implementation. When necessary, they may be supplemented by administrative regulations which shall not prescribe entitlements different from those in these regulations. It is recommended that each supplemental directive paragraph reference the JFTR.*

B. Implementation Regulations. Each Service, or Services jointly, should issue implementing administrative and/or procedural directives for certain entitlements. The listing below cites entitlements that do have implementing instructions provided by Service regulations. There may be additional implementing instructions that aren't specifically cited below.

1. completion and submission of travel vouchers (see par. U2500 for receipt requirements). Also, see par. U5246;
- ★ 2. order endorsements related to foreign flag carriers (par. U3125-C4);
3. procedures for the issuance, use and care of meal tickets, and for the payment for meals procured with the tickets (see par. U5018-B);
4. procedures and conditions under which advance payments, authorized by these regulations (including those in Chapter 5, Parts B, C, D, F, and G - see par. U5020)), may be made. (Also, see pars. U5165, U5250, U5560, U6013-A and B, U6060-A and B, and U9116-B);
5. appropriate separation activities (see pars. U5125-A3 and U5130-A3);
6. required documentation for reimbursement for personally procured transportation or travel by POC for dependents in connection with a ship being constructed or undergoing overhaul or inactivation (see par. U5222-M5);
7. claims for self-procured HHG transportation (see pars. U5320-D);
8. collection of excess costs (see pars. U5340-A2, U5380-A, U5415-A3, U5445, U5520, and U5825);
9. personal emergency determination (see par. U7205-A);
10. transportation of the remains of deceased members and dependents (see Chapter 7, Part R);
11. currency loss/gain procedures for OHA (see par. U9116-B);
12. COLA payment while entitled to TLA (see par. U9207-E, Step 4a(2) and U9207-I, Example 4, after step 3);
13. command sponsorship criteria (see Appendix A definition of COMMAND SPONSORED DEPENDENT), and;
14. establishing childrens' dependency (see Appendix A definition of DEPENDENT);

U1015 EXPENDITURE AUTHORITY

Nothing in these regulations provides authority for expenditures for purposes not provided for in appropriations.

U1020 EFFECTIVE DATE OF REGULATION CHANGES

Changes to this Volume are effective, unless otherwise noted, on the date of the published change in which they first appear. This date appears in the lower right corner of each reprinted page. When the effective dates are different from the date of the published change, those dates are indicated.

U1025 COMPTROLLER GENERAL (CG)/OFFICE OF THE SECRETARY OF DEFENSE (OSD) GENERAL COUNSEL (GC) DECISIONS

The application of basic laws, appropriation acts, JFTR, JTR, and departmental instructions to specific circumstances of travel is subject to interpretation by the CG/OSD GC. CG/OSD GC decisions provide guidance for similar cases/situations involving the same circumstances.

U1030 TERMINOLOGY

The terminology used in these regulations may be unique to this Volume. Consult the glossary in Appendix A, and the relevant Chapters and Parts, to determine the exact definition of specific terms. Definitions in this Volume may not be applicable to other Volumes or to other Government regulations.

U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES

The Secretary of Defense may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel orders.*

U1036 NAVY MEMBERS ORDERED TO NUCLEAR POWER COMMAND TRAINING CURRICULUM

This paragraph applies to a test being conducted by the Department of the Navy for senior members initially entering the nuclear power training syllabus. Under test procedures, the Secretary of the Navy or the Secretary's designated representative may authorize a TDY assignment for members attending two or more sequential courses of instruction at different locations within a 12-month period, each course being 20 weeks or more in duration, provided that:

1. multiple PCS assignments would impact a member's family stability, or otherwise cause unusual personal/financial hardship to the member;
2. use of Government quarters and messing when available is directed; and
3. PCS versus TDY cost comparisons are considered before issuing orders.

U1038 MEMBERS PARTICIPATING IN THE EDUCATIONAL LEAVE PROGRAM RELATING TO CONTINUING PUBLIC AND COMMUNITY SERVICES

(See par. U7656)

★ U1039 DOD TEST OF SIMPLIFIED ENTITLEMENTS

Simplified travel entitlement rules in Appendix O govern TDY for members assigned to DoD Components listed in the table in Appendix O.

U1045 HOTEL AND MOTEL FIRE SAFETY APPROVED ACCOMMODATIONS

Government policy is to save lives and protect property by promoting fire safety in hotels and other establishments that provide lodging to transient guests. Each DOD component must take appropriate steps to strongly encourage members who use commercial lodgings while on official travel to stay at firesafe-approved accommodations. Lodgings that have met the Government requirements are listed on the U.S. Fire Administration's internet site at: <http://www.usfa.fema.gov/hotel/index.htm>.

CHAPTER 2 ADMINISTRATION AND GENERAL PROCEDURES

PART A: TRAVEL POLICY

<u>Paragraph</u>	<u>Contents</u>
U2000	General
U2010	Member's Responsibility <ul style="list-style-type: none">A. Obligation to Exercise PrudenceB. Promotional MaterialC. Lost or Delayed Accompanied Baggage
U2015	Use of Government Travel Charge Cards
U2020	Defense Table of Official Distances (DTOD)

PART B: TRAVEL ORDERS

<u>Paragraph</u>	<u>Contents</u>
U2100	General
U2115	Orders for Travel and Reimbursement <ul style="list-style-type: none">A. Written OrdersB. Oral OrdersC. Orders Not Originated by Competent Authority
U2135	Itinerary Variation
U2140	Effective and Expiration Date of Certain Types of Orders <ul style="list-style-type: none">A. Amended, Modified, Canceled or Revoked OrdersB. Blanket or Repeated Travel Orders
U2145	Time Limitations for Periods of TDY <ul style="list-style-type: none">A. Six-Month Time LimitationB. Approval of TDY Periods in Excess of 6 MonthsC. TDY for Training Less Than 20 WeeksD. Authorization for TDY vs PCS for Training Courses of 20 or More Weeks

PART C: TRAVEL STATUS

<u>Paragraph</u>	<u>Contents</u>
U2200	Travel Status <ul style="list-style-type: none">A. Importance of Travel StatusB. Conditions Under Which Travel Status ExistC. Beginning and Ending of Travel Status

PART D: SOURCE OF FUNDS AND TRAVEL ADVANCES

<u>Paragraph</u>	<u>Contents</u>
U2300	Source of Funds
	A. General
	B. Travel Advance Information

PART E: RESERVED

PART F: SUBMISSION OF TRAVEL VOUCHERS

<u>Paragraph</u>	<u>Contents</u>
U2500	Submission of Travel Vouchers
	A. General
	B. Receipts and Supporting Documents
U2505	Fraudulent Claims

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<u>Paragraph</u>	<u>Contents</u>
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	A. Travel to Conferences
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	C. Scope and Coverage
	D. Definitions
	E. Actions Required
	F. Documentation

CHAPTER 2

ADMINISTRATION AND GENERAL PROCEDURES

PART A: TRAVEL POLICY

U2000 GENERAL

Each Service shall:

1. authorize only travel necessary to accomplish the mission of the Government effectively and economically, and
2. establish internal controls to ensure that only travel essential to the needs of the Government is authorized.

U2010 MEMBER'S RESPONSIBILITY

A. Obligation to Exercise Prudence

1. The member must exercise the same care and regard for expenses as a prudent person traveling at personal expense.
2. The member must maintain records to validate expenses of \$75 or more and all lodging costs.
3. Excess costs, circuitous routes, delays or luxury accommodations that are unnecessary or unjustified are the member's financial responsibility.

B. Promotional Material

1. General. Promotional material received by a member traveling on official business at Government expense must be relinquished in accordance with Service regulations (B-199656, July 15, 1981; 63 Comp. Gen. 229 (1984)).
2. Items Received Through Mixed Official and Personal Travel. Promotional items received by the member as a result of travel paid by Government and personal funds are the property of the Government (63 Comp. Gen. 229 (1984) and 63 i.d. 233 (1984)). The member doesn't forfeit the right to use personal credits for personal travel if the member keeps adequate records that clearly separate credits earned from personal travel from those earned on official travel (B-257525, November 30, 1994).
3. Voluntary Relinquishing of Seat. A member may keep payments from a carrier for voluntarily vacating a seat. However, no additional per diem may be paid as a result of the delay in the member's travel.
4. Involuntary Relinquishing of Seat. If a member is involuntarily denied boarding on flight, compensation for the denied seat belongs to the Government (59 Comp. Gen. 203 (1980)).
5. Use of Frequent Traveler Program Credits for Accommodation Upgrades. Overall Government travel costs should be reduced by using benefits earned through frequent traveler programs to obtain free airline tickets, rooms, and rental vehicles. Frequent traveler program credits earned on official travel may not be used for personal travel. The member may elect to use earned frequent traveler program credits for upgrades to premium-class other than first-class accommodations while on official Government travel as permitted by Service regulations.

C. Lost or Delayed Accompanied Baggage. A member may keep payments from a commercial carrier as compensation for accompanied baggage that has been either lost or delayed by the carrier.

U2015 USE OF GOVERNMENT TRAVEL CHARGE CARDS

It's the general policy of DOD that the Government-sponsored, contractor-issued travel card be used by DOD personnel to pay for all costs incidental to official business travel, including travel advances, lodging, transportation, rental cars, meals and other incidental expenses, unless otherwise specified," (OSD (C) memo of 28 March 1995, subject: Travel/Reengineering Implementation Memorandum #2--Maximized Use of the Travel Charge Card).

DOD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in the DOD Financial Management Regulation (DOD 7000.14R), Volume 9, "Travel Policy and Procedures."

Non-DOD Uniformed Services: The policies and procedures for the Government travel charge card program (including central billing and unit cards) are found in Service regulations.

★ U2020 DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD)**A. General.** The DTOD:

1. is the standard source for worldwide distance information,
2. replaces all other sources used for computing distance (except for airplanes),
3. uses city to city distance (not zip code to zip code),
4. provides distances to tenths of a mile which must be rounded to the nearest mile for each leg of a journey,
5. doesn't apply to travel distance:
 - a. in and around the PDS or TDY sites,
 - b. between home/office and carrier terminal, or
 - c. for local moves, within the same city,

which is determined by odometer readings, and

6. website is found at <http://www.dtod.com>.

B. TDY and PCS Travel

1. Effective 1 January 1999, Commands with access to the DTOD internet website, CD-ROMS or interfacing systems should use the DTOD to determine TDY and PCS distance (using practical distance). Offices without DTOD access (as of 1 January 1999) should continue to use the Official Tables of Distance (AR 55-60/AFM 177-135/ NAVSO P-2471 and AR 55-61/AFM 177-136/NAVSO P-2472) as the official sources for travel distance.
2. Effective 1 April 1999, the DTOD is the only official source for TDY and PCS travel distance (except for airplanes).

C. DITY Moves

1. The DTOD distance (shortest distance) used for HHG transportation must be used for DITY moves effective 1 April 1999 (OCONUS) and 1 May 1999 (CONUS). Prior to these dates, Commands should continue to use the same sources used for HHG transportation distances.
2. Effective 1 May 1999, the DTOD (shortest distance) is the only official source for DITY distances.

CHAPTER 3

TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

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U3115	Reimbursement When Transportation Mode or Group Travel is Directed A. Travel Directed B. Other Reimbursable Expenses
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- U3125 Commercial Air Transportation**
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C. Accommodations on Vessels
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U3200	Government Conveyance Use on TDY A. Limited to Official Purposes B. Reimbursable Expenses C. Allowable Travel Time for Computation of Per Diem or Actual Expenses D. PCS Travel by Government Conveyance
U3210	Aero Club Aircraft Use on TDY A. General B. Allowable Travel Time for Computation of Per Diem or Actual Expenses

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<u>Paragraph</u>	<u>Contents</u>
U3300	Rules On POC Use of TDY A. Policy B. Authorization/Approval C. Official Distances D. PCS Travel by POC

PART B: TRAVEL BY COMMON CARRIER**U3100 GENERAL**

Government policy is that:

1. less than premium-class accommodations must be used for all passenger transportation;
2. members may use/accept accommodations that don't meet minimum standards if the member's/Service's needs require their use;
3. the Government may furnish accommodations that don't meet minimum standards if the member's/Service's needs require their use;
4. members may not be reimbursed for travel at personal expense on foreign flag vessels/aircraft, except as specified in pars. U3125-C and U3130-D;
5. each dependent is allowed a seat, when performing official travel; and
6. authorizing/approving officials should consider physical characteristics and not just medical/disability reasons for authorizing first-class travel if other travel options aren't available (e.g., purchase of two seats or reserving a "bulkhead" seat with extra legroom). See Appendix A for definition of "special needs".

U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT

See DOD 4500.9-R, (DTR), Part I.

U3110 REIMBURSEMENT FOR PERSONALLY-PROCURED COMMON CARRIER TRANSPORTATION INCIDENT TO TDY

A. General. A member who purchases common carrier transportation at personal expense for the entire ordered travel (other than transoceanic travel) is entitled to reimbursement of the actual transportation cost, except when a specific transportation mode is:

1. directed,
2. furnished by a foreign government, or
3. available via Government-contracted transportation (par. U3115).

In these cases, no reimbursement is allowed. As prescribed in subpar. B, below, and par. U3115, reimbursement is limited when a member performs transoceanic travel, other than on an oceangoing car ferry, at personal expense to the cost of accommodations, prescribed in pars. U3125, U3130 and U3135, and used. See Part D for POC reimbursement information.

B. Government/Government-Contracted Transportation/In-house or CTO Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) services are available and the member procures common carrier transportation (including sleeping accommodations) at personal expense under an individual travel order, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between authorized points.

C. Government/Government-Contracted Transportation/In-house or CTO Not Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) service isn't available and the member procures common carrier transportation at personal expense, the member may elect to

receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed commercial transportation cost between authorized points.

D. Transoceanic Travel - Government/Government-Procured Transportation Available. When travel by Government/Government-procured transportation is authorized (as distinguished from directed) and transoceanic travel is performed by common carrier at personal expense, the member is entitled to reimbursement for the transportation cost up to the amount the sponsoring Service would have paid for the available transportation. If both Government and Government-procured transportation are available, the lower priced one is the measure of maximum reimbursement. When Government/Government-procured transportation isn't available, the member is entitled to reimbursement for the transportation cost up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If air travel is medically inadvisable for the member, reimbursement is limited to the least costly first-class passenger accommodations on a commercial ship

E. Transoceanic Ferry Fares. When a member on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the Government, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC (55 Comp. Gen. 1072 (1976)). For transoceanic ferries of foreign registry, see par. U3130-D.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

U3115 REIMBURSEMENT WHEN TRANSPORTATION MODE OR GROUP TRAVEL IS DIRECTED

A. Travel Directed. When a member, individually or as part of a group, is directed (as distinguished from authorized) to travel by a specific transportation mode (Government/Government-procured, transoceanic or transportation furnished by a foreign Government or Government contractor), reimbursement and the payment of a mileage allowance is prohibited for transportation at personal expense unless the authority responsible certifies that the directed mode wasn't available at the time and place required to comply with the orders.

B. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus, streetcar fares) incurred in the performance of TDY are allowable as authorized in Part E.

U3120 ARRANGING OFFICIAL TRAVEL

A. Use of Travel Offices. In arranging official travel, personnel are required to use the following in accordance with DOD 4500.9-R (DTR), Part I:

1. CTO (see Appendix A for definition);
2. in-house travel office;
3. General Services Administration (GSA) Travel Management Center (TMC).

Except as indicated in subpar. B below, the order-issuing official must authorize/approve that unusual circumstances exist for a traveler to be reimbursed for transportation procured directly from a common carrier or a CTO not under Government contract.

B. Exceptions in Foreign Countries. Except in Canada and Mexico, use of travel agents not under contract to the U.S. Government is authorized only when services of a contract CTO aren't reasonably available and ticketing arrangements can't be secured from a branch office or general agent of an American-flag carrier. (DODI 4500.42 prescribes DOD policy regarding passenger transportation reservation and ticketing services.)

C. Travel Agency Use for Group or Charter Arrangements for NOAA Corps and PHS Members. Group or charter arrangements available through travel agents may be used by members of the NOAA Corps and PHS if:

1. before travel, an administrative determination is made that the reduced fares available through these arrangements result in a savings to the Government; and
2. travel by group or charter arrangement doesn't interfere with the performance of official business.

In these cases, if transportation payment can't be made directly to a carrier by the Government, the traveler pays the travel agent for the transportation. A receipt for the transportation cost (if \$75 or more) must accompany the voucher. Reimbursement may not exceed the cost of accommodations authorized under this Chapter (B-103315, August 1, 1978).

D. Travel Agency Use to Obtain Transportation on Vessels or Aircraft of Foreign Registry. Reimbursement for transportation may not be authorized for travel at personal expense on vessels or aircraft of foreign registry unless the conditions in par. U3125-C or U3130-F are met.

E. Payment to Travel Agency. No payment may be made to a travel agency for transportation charges in excess of those properly chargeable had the requested service been obtained by the traveler directly from the carrier(s) involved.

U3125 COMMERCIAL AIR TRANSPORTATION

A. General. Travel by common carrier air transportation is generally the most cost efficient and expeditious way to travel. For reimbursement for personally-procured transportation in lieu of using Government or Government-procured transportation under this Part, see par. U3110.

B. Class of Service

1. General. Government policy is that:
 - a. members and/or dependents who use commercial air carriers on official business must use coach-class accommodations;
 - b. members should determine travel requirements in sufficient time to use coach-class accommodations.
 - c. first-class accommodations may be used only as permitted in subpar. 3;
 - d. premium-class other than first-class accommodations may be used only as permitted in subpar. 4;
 - e. authorization for all premium-class accommodations use should be made in advance of the travel unless extenuating/emergency circumstances make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel;
 - f. less than minimum standards may be authorized as permitted in par. U3100; and
 - g. when an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class".
2. Officials Who May Authorize/Approve Premium-Class Air Accommodations Use. The officials listed below may authorize first-class air accommodations use by members under their jurisdiction. This authority may be redelegated; however, delegation or re-delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances necessitating the first-class accommodations.
 - a. Department of Defense, see DOD 4500.9-R (Defense Transportation Regulation (DTR), Part I);
 - b. The Secretary of Health and Human Services;

- c. The Director, USNOAA Corps; and
- d. The Secretary or Deputy Secretary of Transportation.

Appropriate authority, in accordance with Service regulations, may authorize/approve premium-class other than first-class accommodations, except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve premium-class other than first-class accommodations use.

3. First-Class Air Use. First-class air accommodations may be authorized/approved only when necessary because:

- a. lower class accommodations aren't reasonably available. In subpar. B, reasonably available means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours of the member's proposed departure time, and scheduled to arrive within 24 hours of the member's proposed arrival time. Reasonably available doesn't include a scheduled arrival time later than the member's required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty.
- b. a member is so handicapped or otherwise physically impaired that other accommodations can't be used. Determination of this condition must be substantiated by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. U7250-D and U7251-B, to accompany an attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's service en route.
- c. of exceptional security requirements. Examples are:
 - (1) a member whose use of other than first-class accommodations would entail danger to the member's life or Government property;
 - (2) agents of protective details accompanying individuals authorized to use first-class accommodations; and
 - (3) couriers and control officers accompanying controlled pouches or packages.

First-class accommodations may be used without authorization/approval only when regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations. When that is the case, the transportation officer/agent must make an appropriate entry on the travel order, travel voucher, or other travel-related document as appropriate.

4. Premium-Class Other Than First-Class Use. Premium-class other than first-class accommodations use may be authorized/approved only when:

- a. regularly scheduled flights between the authorized origin and destination points (including connection points) provide only premium-class accommodations, and the member certifies this circumstance on the travel voucher.
- b. space isn't available in coach-class accommodations on any scheduled flight in time to accomplish the purpose of the official travel, which is so urgent it can't be postponed.
- c. necessary to accommodate a member's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. Premium-class other than first-class accommodations use also may be authorized for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized premium-class other than first-class airline accommodations use and requires the attendant's service en route.

- d. the accommodations are required for security purposes or because exceptional circumstances, as determined in accordance with Service regulations, make their use essential to the successful performance of the mission.
- e. coach-class accommodations on foreign carriers don't provide adequate sanitation or meet health standards and foreign flag carrier service use is approved in accordance with the Fly America Act. (See subpar. C for rules governing U.S. flag carriers use.)
- f. the accommodations would result in an overall savings to the Government based on economic considerations (e.g., the avoidance of additional subsistence costs, overtime, or lost productive time) that would be incurred while awaiting coach-class accommodations.
- g. obtained as an accommodations upgrade through the redemption of frequent traveler benefits (see par. U2010-B6).
- h. the member's transportation is paid in full through Services/Defense Agency acceptance of payment from a non-Federal source in accordance with Chapter 7, Part W.
- i. travel is direct between authorized origin and destination points (one of which is OCONUS) which are separated by several time zones, and the scheduled flight time (including stopovers) is in excess of 14 hours. *Paragraph U4325-D prohibits a rest period when travel is authorized by premium-class accommodations.*

5. Documentation Requirements

- a. Orders. Travel orders authorizing premium-class accommodations should be annotated "(first/premium class or premium-class other than first-class) authorized by (cite reference)." When the travel orders don't authorize premium accommodations use, first/premium class or premium-class other than first-class service may be provided if the original order, and copies thereof, are annotated that "(first/premium class or premium-class other than first-class issued, only first/premium class or premium-class other than first-class available between authorized origin and destination points.)"
- b. Travel Voucher. Specific authorization/ approval must be attached to, or stated on, the voucher and kept for the record. When regularly scheduled flights between the authorized origin and destination (including connection points) provide only premium-class accommodations, the member must certify these circumstances on the voucher. *In the absence of authorization/approval, the member is liable for all additional costs resulting from premium-class air accommodations use.*

★ C. U.S. Flag Air Carrier (Certificated Air Carrier) Use

- 1. Definition of U.S. For the purposes of this subpar., U.S. means the 50 states, District of Columbia, territories, and possessions of the U.S. (49 U.S.C. §40102).
- 2. Requirements. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). Except as provided in subpar. 3, U.S. flag air carrier service is available if:
 - a. the carrier performs the commercial foreign air transportation required, and
 - b. the service accomplishes the mission, even though:
 - (1) a comparable/different kind of service by a noncertificated air carrier costs less,
 - (2) noncertificated air carrier service is preferred by the service/traveler,

(3) noncertificated air carrier service is more convenient for the service/traveler, or

(4) the only U.S. flag air carrier service available between points in the U.S. and points outside the U.S. requires boarding/leaving the carrier between midnight and 6 a.m., or travel spanning those hours (the traveler may have a brief non-work period not to exceed 24 hours, for "acclimatization rest" at destination as well as per diem during the rest period when the destination is other than the traveler's PDS) (56 Comp. Gen. 629(1977)).

3. Exceptions. When one of the following exceptions exists, U.S. flag air carrier service isn't available.

a. Transportation is provided under a bilateral/multilateral air transportation agreement to which the U.S. Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.

b. No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.

c. A U.S. flag air carrier involuntarily reroutes a traveler's travel on a foreign air carrier; (if the traveler is given a choice as to substitute service, a U.S. flag air carrier should be selected if it doesn't unduly delay the travel) (59 Comp. Gen. 223 (1980)).

d. Foreign air carrier service would be three hours or less, and U.S. flag air carrier use would at least double en route travel time.

e. Foreign air transportation is fully paid for directly, or later reimbursed by a foreign government, an international agency, or other organization. (B-138942, March 31, 1981 and 57 Comp. Gen. 546 (1978)); **NOTE: See Security Assistance Management Manual, Chapter 2, par. 20202-C3e of the DoD 5105.38-M, when travel is on Security Assistance Business.**

f. If a U.S. flag air carrier offers nonstop/direct service (no aircraft change) from origin to destination, U.S. flag air carrier service must be used unless such use would extend travel time, including delay at origin, by 24 hours or more.

g. If a U.S. flag air carrier doesn't offer nonstop/direct service (no aircraft change) between origin and destination, U.S. flag air carrier must be used on every portion of the route where it provides service unless, when compared to using a foreign air carrier, such use would:

(1) increase the number of foreign OCONUS aircraft changes made by 2 or more; or

(2) extend travel time by at least 6 hours or more; or

(3) require a connecting time of 4 hours or more at a foreign OCONUS interchange point.

h. The order-issuing official determines that a U.S. flag air carrier can't provide the needed air transportation, or can't accomplish the mission.

i. Foreign air carrier use is necessary for medical reasons, (including use to reduce the number of connections and possible delays when transporting persons needing medical treatment).

j. Foreign air carrier use is required to avoid an unreasonable safety risk (e.g., terrorist threats). **NOTE: Approval based on an unreasonable safety risk must be in writing on a case by case basis. Determination and authorization/approval of foreign air carrier use based on a threat against a U.S. flag air carrier must be supported by a travel advisory notice issued by the Federal Aviation Administration and the Department of State. Determination and authorization/approval of foreign air**

carrier use based on a threat against Government employees or other travelers must be supported by evidence of the threat(s) that forms the basis of the determination and authorization/approval.

k. Only first class accommodations can be furnished by a U.S. flag air carrier but less than first class accommodations are available on a foreign air carrier (60 Comp. Gen. 34 (1980)).

l. The total delay, including delay in initiation of travel from a TDY point, in en route travel and additional time at the TDY station before the traveler can proceed with assigned duties, involves more than 48 hours per diem costs in excess of per diem that would be incurred if noncertificated service was used (56 Comp. Gen. 216 (1977)).

m. The only U.S. flag air carrier service between foreign OCONUS points requires boarding/leaving the carrier between the hours of midnight and 6 a.m., or travel spanning those hours, and a noncertificated carrier is available which doesn't require travel at those hours (the traveler may travel by noncertificated carrier to the nearest practicable interchange point on a usually traveled route to connect with a U.S. flag air carrier) (56 Comp. Gen. 629 (1977)).

4. Nonavailability Documentation. When the order-issuing official determines U.S. flag air carriers are unavailable, commercial foreign air transportation on a noncertificated air carrier may be authorized/approved. Documentation explaining why U.S. flag air carrier service isn't available must be provided to the traveler. Endorsements on the travel orders and/or Government travel procurement document, made in accordance with Service regulations, are acceptable. The documentation should include the name of traveler, foreign flag vessel(s) or air carrier(s) used, flight identification no(s), origin, destination and enroute points, date(s), justification, and authorizing/approving official's title, organization and signature.

5. Air Travel Schedule Selection

a. General. Schedules maximizing U.S. flag air carrier use must be selected. Schedule selection is made using the following guidelines:

(1) when U.S. flag air carrier service is available at the point of origin, schedules providing service by a usually traveled route, between origin and destination, and originating with a U.S. flag air carrier must be used;

(2) when U.S. flag air carrier service isn't available at origin or an interchange point, noncertificated air carrier service should be used only from point of origin to the nearest practicable interchange point on a usually traveled route, between origin and destination, to connect with a U.S. flag air carrier;

(3) when schedule selection leaves the traveler at a location from which there is no choice but to use noncertificated air between the U.S. and another continent, the travel should be rerouted so that available U.S. flag air carriers are used.

b. Selecting a Schedule. The following example applies the guidelines shown in subpar. a. when selecting a schedule.

EXAMPLE

Assuming there are no constraints on the departure or arrival time, a traveler requiring transportation between Ankara, Turkey, and Stuttgart, Germany, can accomplish required travel by any of the four schedules shown shown (*schedules are for illustrative purposes only and don't reflect actual airline schedules*):

Schedule I			
Monday/Tuesday/Thursday/Saturday/Sunday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0830	Foreign
Arrive:	Frankfurt	1210	
Leave:	Frankfurt	1325	Foreign
Arrive:	Stuttgart	1410	

Schedule II			
Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Rome	1100	
Leave:	Rome	1650	Foreign
Arrive:	Stuttgart	1940	

Schedule III			
Wednesday/Friday/Saturday			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	0800	U.S.
Arrive:	Istanbul	0855	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Schedule IV			
Daily (except Saturday)			
	<u>City</u>	<u>Time</u>	<u>Air Carrier</u>
Leave:	Ankara	1130	Foreign
Arrive:	Istanbul	1220	
Leave:	Istanbul	1430	U.S.
Arrive:	Frankfurt	1620	
Leave:	Frankfurt	1650/2120	Foreign
Arrive:	Stuttgart	1730/2200	

Under the guidelines in subpar. a, the example schedule choice is limited to schedules II and III, because service is provided by a usually traveled route and originates with U.S. flag air carrier service. Schedule III provides U.S. flag air service from Ankara via Istanbul to Frankfurt, while U.S. flag air service is available under schedule II between Ankara and Rome. Schedule III should be selected because it uses U.S. flag air service to the farthest practical interchange point on a usually traveled route. If the schedules in this example were limited to those shown in schedules I and IV, schedule IV would be selected since it clearly involves more travel by U.S. flag air carriers than does schedule I (See 55 Comp. Gen. 1230 (1976)).

6. Reimbursement. There is no reimbursement (for any leg of the journey) for transportation cost when unauthorized/unapproved foreign air carrier service is used. If U.S. flag air carrier service is available for an entire trip and the traveler uses a foreign air carrier for any part or all of the trip, the transportation cost on the foreign air carrier isn't payable (41 CFR §301-10.143).

U3130 COMMERCIAL VESSEL TRANSPORTATION

A. General. Commercial vessel transportation may be directed for transoceanic travel only for operational reasons and may be authorized/approved only as prescribed in subpar. B. A member and/or dependents may have travel by car ferry authorized/approved as specified in par. U5116-C3. Without authorization/approval, reimbursement is based on constructed air transportation costs.

B. Authorization To Use Commercial Vessel. Commercial vessels use may be authorized/approved by the order-issuing official when:

1. the travel can be completed only by vessel;
2. the travel can be performed more economically or efficiently by vessel; or
3. competent medical authority certifies that the traveler is medically unable to use air transportation and vessel transportation is the only reasonable alternative.

C. Accommodations on Vessels. Members who travel by ship shall use lowest class ship accommodations. Travel by ocean vessel shall be authorized/approved at as high a level as practicable. First-class vessel accommodations may be used only as permitted in subpar. D.

D. Authorization/Approval for First-Class Vessel Accommodations Use

1. Authorization/Approval. A transportation officer may authorize/approve first-class accommodations use under the circumstances specified in subpar. E except for travel using Coast Guard funds. The Commandant/Vice Commandant of the Coast Guard must authorize/approve first-class accommodations use.
2. Requirements. Authorization for first-class ship accommodations use should be made in advance of the travel unless extenuating circumstances or emergency situations make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel.

E. First-Class Vessel Accommodations Use. First-class accommodations may be authorized/approved only when:

1. no other accommodations are available;
2. necessary to accommodate a member's/dependent's disability or other physical impairment, if the condition is substantiated in writing by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. U7250-D and U7251-B to accompany an attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's service en route.
3. there are exceptional security requirements. Examples are:
 - a. a member whose use of lowest-class accommodations would entail danger to member's life or Government property;
 - b. agents of protective details accompanying individuals authorized to use first-class accommodations; and
 - c. couriers and control officers accompanying controlled pouches or packages.

★ F. U.S. Registry Vessel Use

1. General. U.S. flag vessels shall be used except as provided in subpars. 2 and 3 (46 U.S.C. §1241 (a)), and

applies to all official travel and accompanied baggage transportation without regard to the source of funds used to pay (57 Comp. Gen. 546 (1978)). When vessel transportation is authorized/approved and a U.S. flag vessel can't provide the transportation service required, transportation may be obtained aboard a foreign flag vessel although U.S. flag vessels may be available (B-190575, May 1, 1978).

2. U.S. Flag Vessel Use Impractical. When U.S. flag vessels use would seriously interfere with/prevent the performance of official business, the order-issuing official may authorize/approve foreign flag vessel use. Documentation required by par. U3125-C4 explaining why U.S. flag vessel use is impracticable must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.

3. U.S. Flag Vessel Unavailable. When U.S. flag vessels aren't available, the transportation/other appropriate officer may authorize/approve foreign flag vessel use. Documentation required by par. U3125-C4 is used explaining why U.S. flag vessels are unavailable, and must be provided to the traveler to justify transportation reimbursement. Order endorsements are acceptable.

4. Determination Required. The authorizations/ approvals referred to in subpars. 2 and 3 aren't based on inconvenience in securing transportation on U.S. flag vessels, short delays in awaiting transportation, arranging circuitous routes for traveler convenience, or similar reasons.

U3135 TRAIN TRANSPORTATION

A. Policy. Except as noted in this paragraph, members who travel by train must use coach-class accommodations. When adequate reserved coach accommodations are available, order-issuing officials shall require that those accommodations be used to the maximum extent possible. For overnight travel, members shall use slumber coach sleeping accommodations, or the lowest class of sleeping accommodations available on a train that doesn't offer slumber coach accommodations.

B. First-Class Train Accommodations Use

1. Authorization/Approval. Under the circumstances specified in subpar. C, the transportation officer may authorize/approve the first-class train accommodations use except for travel using Coast Guard funds. The Commandant/Vice Commandant of the Coast Guard must authorize/approve first-class accommodations use.

2. Requirements. Authorization for first-class train accommodations use should be made in advance of the travel unless extenuating circumstances or emergency situations make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel.

C. Circumstances. First-class accommodations may be authorized/approved only when:

1. advantageous to the Government and no coach-class train accommodations are reasonably available. For the purpose of this paragraph, reasonably available means available and scheduled to leave within 24 hours of the member's proposed departure time, or scheduled to arrive within 24 hours of the member's proposed arrival time. In the case of a direct route that requires overnight travel, reasonably available means slumber coach sleeping accommodations are available. Accommodations with a scheduled arrival time later than the member's required reporting time at the duty site, or with scheduled departure time earlier than the time the member is scheduled to complete duty aren't reasonably available.

2. necessary to accommodate a member's/dependent's disability or other physical impairment, and the condition is substantiated in writing by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant authorized under pars. U7250-D and U7251-B to accompany the attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's assistance en route.

3. there are exceptional security requirements. Examples are:

- a. a member whose coach-class accommodations use would entail danger to the member's life or Government property,
 - b. agents of protective details accompanying individuals authorized to use first-class accommodations, and
 - c. couriers and control officers accompanying controlled pouches or packages.
4. coach-class accommodations on a foreign rail carrier don't provide adequate sanitation or meet health standards.

D. Extra-Fare Train Service. Coach-class travel by extra-fare trains may be authorized/approved when its use is advantageous to the Government or is required for security reasons. AMTRAK Metroliner coach accommodations use is advantageous to the Government. Metroliner Club Service is first-class accommodations. First-class accommodations on extra-fare trains may be authorized/approved as provided in subpar. C.

E. Tips to Train Attendants. For a member who performs TDY travel and receives reimbursement (except a mileage allowance for the entire journey), tips of up to \$1 each calendar day to train attendants are reimbursable.

U3140 UNUSED GOVERNMENT-PROCURED TRANSPORTATION DOCUMENTS AND TICKETS

A. General. Members who return unused Government-procured transportation documents, complete tickets, or unused portions of tickets obtained on these documents are entitled to travel and transportation allowances under this Chapter and Chapters 4 and 5 if otherwise authorized.

B. Cost to the Government Involved. When cost to the Government is involved, the cost for any sleeping or parlor car accommodations furnished and used, or the cost of shipping baggage on tickets without passenger shall be deducted from the amount otherwise payable to the member in subpar. A for the travel involved.

PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE**U3300 RULES ON POC USE ON TDY**

A. Policy. Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and advantageous to the Government, based on the facts in each case.

B. Authorization/Approval. The order-issuing official should authorize/approve POC travel only if it's advantageous to the Government when compared to travel by Government conveyance or commercial carrier, and not solely for member convenience. POC use may be advantageous to the Government when, for example:

1. its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
2. there is no practicable commercial transportation; or
3. common carrier use would be so time-consuming that it would delay the mission.

POC use shall not be directed.

C. Official Distances

★ 1. Official Distance Determination. The DTOD is the official source for travel distance and must be used for all non-local travel (except for airplanes). Travel in and around the PDS, TDY sites, and between home/office and carrier terminal is determined by odometer readings. See par. U2020 for DTOD requirements.

2. Official Distances Use. Official distances shall be used in determining the distance between any two of the following locations:

- a. PDS,
- b. TDY station,
- c. POE,
- d. POD,
- e. last duty station,

- f. HOR,
- g. HOS,
- h. PLEAD,
- i. designated place,
- j. vehicle processing point (origin & destination), and
- k. a COT leave location.

D. PCS Travel by POC. See Chapter 5, Parts B and C.

U3305 POC USE ON TDY (ADVANTAGEOUS TO THE GOVERNMENT)**A. Mileage Plus Per Diem or AEA**

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or portion of cost directly associated with POC use for official travel) is entitled to mileage for the official distance of the ordered travel at a rate per mile for the type of conveyance used. See Appendix A for applicable mileage rates.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for POC travel under items a and b for travel over the most direct route between the stations involved. The member also is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or C, for the allowable travel time as computed under par. U5160-B. See par. U3335 for non-reimbursable expenses when a member is paid mileage.

2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, isn't entitled to mileage. The passenger is entitled to per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or C, for the allowable travel time computed under par. U5160-B.

B. Reimbursement for Actual Transportation Costs. A member usually must be paid mileage as prescribed

in subpar. A. However, actual transportation costs may be authorized/approved by the order-issuing official when advantageous under the provisions of par. U3300-B. When actual transportation cost reimbursement is authorized, the order should reference this subparagraph. Reimbursement of actual expenses shall be limited to the following for the POC type used:

1. privately-owned automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries (see par. U4520, item 6);
2. privately-owned aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;
3. privately-owned boat or vessel: fuel, oil, and docking fees.

Expenses incurred for hire or subsistence of operators, mechanical repairs, periodic maintenance or emergency road service, regardless of cause, shall not be reimbursed.

C. Mixed Mode Transportation. If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is entitled to the appropriate mileage plus per diem from subpar. A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount may not exceed mileage plus per diem from subpar. A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The order-issuing official may authorize/approve actual travel cost (mileage plus per diem from subpar. A for the distance traveled by POC, plus the cost of transportation purchased from personal funds and per diem under Chapter 4, Part B) of the ordered travel when justified in unusual circumstances.

U3310 POC USE ON TDY (NOT ADVANTAGEOUS TO THE GOVERNMENT)

A. Mileage Plus Per Diem

1. Member Responsible for Paying POC Operating Expenses. If orders direct use of a specific transportation mode, see subpar. B. The member responsible for paying the operating expenses (i.e., the cost or portion of cost directly associated with POC use for official travel) is entitled to the lesser of:

- a. mileage and reimbursable expenses as prescribed in par. U3305-A1 for the official distance of the ordered travel plus per diem as prescribed in Chapter 4, Part B, for the actual travel time or the travel time computed under par. U5160-B, whichever is less; or
- b. what it would have cost the Government had Government-procured transportation been used between the ordered points, plus per diem under Chapter 4, Part B, for the constructive travel time (including necessary delays) on the Government-procured transportation.

Constructive travel time is based on the carrier's required check-in time plus travel time from home, office, or the place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or the place travel actually ends. The constructive common carrier cost should be placed in the member's orders before the member departs the PDS.

2. Passengers Not Responsible for Paying POC Operating Expenses. If orders direct use of a specific transportation mode, see subpar. B. A passenger in a POC, not responsible for paying the POC operating expenses, isn't entitled to mileage, but is entitled to per diem as prescribed in Chapter 4, Part B, based on whichever of the following results in the lesser amount:

- a. the actual travel time or the travel time computed under par. U5160-B, whichever is less, or
- b. the constructive travel time for travel between the ordered points (including necessary delays) on Government-procured transportation.

Constructive travel time is based on the carrier's required check-in time plus travel time from home,

- U5130 Retirement, Placement on TDRL, Discharge with Severance or Separation Pay, Involuntary Release from Active Duty with Readjustment or Separation Pay, Involuntary Separation, or Separation Under the VSI or SSB Program**
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 - B. Time Limitations
 - C. Recalled to Active Duty Before Selecting a Home
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 - E. Members on TDRL Who Are Discharged or Retired
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PART C: DEPENDENT ALLOWANCES FOR TRANSPORTATION

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J. Assigned to a Mobile Unit or Ship Based Staff
K. Member Ordered to Hospital in CONUS
L. Convicted Personnel Awaiting Completion of Appellate Review
M. Ship Being Constructed or Undergoing Overhaul or Inactivation

3. Travel to Processing Station of Choice. A member may travel to the HOS from the last PDS via a processing station of the member's choice. The member is entitled to travel and transportation allowances up to those payable had the member been ordered to, traveled to and retired/released to inactive duty at, the appropriate processing station (see par. U1010-B5). The member is entitled to the per diem or AEA appropriate for the processing station away from the PDS while undergoing retirement processing.

B. Time Limitations

1. General. Except as provided in subpars. 2, 3, and 4, travel to a selected home must be completed within 1 year after active duty termination. Once a home is selected, that selection is irrevocable if transportation in kind or Government-procured transportation is furnished and used, or travel and transportation allowances are received after the travel is completed.

2. Member Undergoing Hospitalization or Medical Treatment

a. On the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital on the active service termination date under the conditions outlined in subpar. A1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the discharge date from the hospital or termination of medical treatment except when a longer time limit is authorized/approved by the Secretarial Process.

b. During the 1-Year Period After the Active Duty Termination Date. A member confined in, or undergoing treatment at, a hospital for any period of time during the 1-year period after the active service termination date under the conditions outlined in subpar. A1, is entitled to travel and transportation allowances to a HOS from the last PDS. Travel must be completed within 1 year after the active service termination date, plus a period equal to the member's hospitalization or treatment period. A longer time period may be authorized/approved by the Secretarial Process.

3. Member Undergoing Education or Training. A member, who on the active service termination date is undergoing education or training to qualify for

acceptable civilian employment or who begins such education or training during the period specified in subpar. 1, as extended by subpar. 2 (if applicable), is entitled to travel and transportation allowances to a HOS from the last PDS. However:

- a. travel must be completed within 1 year after the education or training is completed, or 2 years from the active service termination date, whichever is earlier; and
- b. the extended time must be authorized/approved by the Secretarial Process.

A further extension of this time limit may be authorized/approved by the Secretarial Process.

4. Other Deserving Cases. An extension of the 1-year time limit prescribed in subpar. 1 may be authorized/approved by the Secretarial Process when an unexpected event beyond the member's control prevents the member from moving to the HOS within the specified time limit. An extension of the time limit also may be authorized/approved by the Secretarial Process if it's in the best interest of the Service, or substantially to the benefit of the member, and not costly or otherwise adverse to the Service. These extensions are authorized/approved for the specific period of time that the member anticipates is needed to complete the move. If additional time is required, the member may request a further extension using the Secretarial Process (B-126158, April 21, 1976). The delayed travel authorized under this subparagraph must be incident to the member's separation from the Service (B-207157, February 2, 1983).

C. Recalled to Active Duty Before Selecting a Home. A member, eligible to select a home but recalled to active duty before traveling to a HOS, retains the entitlement to travel and transportation allowances to a HOS from the last PDS. Travel must be completed to the selected home within 1 year after the last release from active duty unless extended under subpar. B.

D. Recalled to Active Duty After Selecting a Home. A member, recalled to active duty after traveling to a HOS, is entitled to travel and transportation allowances from the last PDS to the home previously selected or the PLEAD, whichever the member elects, upon termination of active duty under honorable conditions.

E. Members on TDRL Who Are Discharged or Retired. A member, on the TDRL at the time of discharge with severance pay or retirement for any reason (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), is entitled to no additional travel and transportation allowances other than those paid under subpar. A or B in conjunction with placement on the TDRL.

F. Member Ordered to a Place to Await Disability Retirement. A member, found unfit by a physical evaluation board to perform the duties of the member's grade and who, for the convenience of the Government, is ordered to a place to await further orders in connection with disability retirement, is entitled to travel and transportation allowances to that place. Upon final disposition of retirement proceedings, the member is entitled to travel and transportation allowances to the HOS under the retirement orders or other orders if issued (32 Comp. Gen. 348 (1953)).

U5150 SEPARATE CONSIDERATION OF EACH PORTION OF THE JOURNEY

When determining the allowances payable, travel between any two points falling within the following categories is a separate journey:

1. PDS,
2. TDY station,
3. passenger port of embarkation,
4. passenger port of debarkation,
5. first duty station,
6. last duty station,
7. HOR,
8. HOS,
9. PLEAD,
10. a designated place, and
11. a COT leave location.

★ U5155 OFFICIAL DISTANCE DETERMINATION

A. Privately Owned Conveyance (Except Airplane). See par. U2020 for DTOD requirements.

B. Privately Owned Airplane. When privately owned airplane use is authorized/approved for transportation, the distance between origin and destination must be determined from airway charts issued by the National Oceanic and Atmospheric Administration, Department of Commerce, unless adverse weather, mechanical difficulty, or unusual conditions cause necessary detours. Additional air distance must be explained in the travel claim. If distance can't be determined by airway distance charts the flight time multiplied by cruising speed of the aircraft may be used to determine distance.

U5160 COMPUTATION OF ALLOWABLE TRAVEL TIME

A. General. A member performing PCS travel is entitled to the travel time allowable to complete the PCS move. A member reassigned between activities at the same PDS is allowed no travel time. If PCS orders are amended, modified, canceled or revoked en route, travel time is allowed between the same points as were used to determine the member's entitlement to travel allowances. In cases involving two afloat units or an afloat unit and a shore activity, the location of the unit(s) on the departure date or the planned location at the arrival date are used to determine entitlement to travel time. The "arrival date" and "departure date" are the authorized days of arrival, reporting, detachment, departure, sign in or sign out as used by the Service concerned. The maximum travel time that may be allowed under this paragraph is that which would have been allowed under subpar. B had travel been performed entirely by POC. In computing travel time, the miles from the home, office, or residence to the local common carrier terminal or vice versa, are disregarded. Except as prescribed in par. U5120-H, travel time is computed under subpars. B, C, D, E, F and G. Travel time allowed may differ from the time allowed for per diem computation purposes.

B. POC Travel

begins. (NOTE: When travel begins more than 60 days after the effective date of the orders, entitlement is based on the dependents' ages on the 60th day after the effective date of the orders.)

E. Orders Amended, Modified, Canceled or Revoked After Travel Begins. When PCS orders are:

1. amended or modified after the date the dependents begin travel (circuitously or otherwise) and a new PDS is designated, or
2. the PCS orders are canceled or revoked,

dependents' travel and transportation allowances are authorized. Allowances are payable for the distance from the place dependents began travel to the place at which they received notification that the orders were amended, modified, canceled or revoked, and then to the new PDS or return to the old PDS, up to the travel and transportation allowances for the distance from the old PDS to the first-named station and then to the last-named station or return to the old PDS.

F. Dependents Temporarily Absent From the Old PDS, Designated Place or Safe Haven When PCS Orders Are Received. When dependents are temporarily absent from the old PDS, designated place or safe haven when the member receives PCS orders, the member is entitled to dependents' travel and transportation allowances from the old PDS, designated place or safe haven to the new PDS, provided the dependents return to the old PDS, designated place or safe haven and travel from there to the new PDS (B-195643, April 24, 1980).

G. Change of Station While on Leave or TDY. When a member receives PCS orders while on leave or on TDY, the member is entitled to dependents' travel and transportation allowances for dependent travel up to the entitlement for travel from the old to the new PDS.

H. Dependents En Route to the New PDS at the Time of the Member's Death. When a member dies after dependents begin travel under PCS orders, they are entitled to dependents travel and transportation allowances for travel from the place travel began to the place at which they were notified of the member's death, up to travel and transportation allowances for the distance from the old PDS to the ordered new PDS. For further entitlement, see par. U5241.

I. Spouse Separates from the Service After the Effective Date of a Member's PCS Orders. A member,

1. who performs PCS travel, and
2. whose spouse on the effective date of that order is a member, but separates from the Service thereafter,

is entitled to dependents' PCS travel and transportation allowances for that spouse up to the cost for travel from the separated spouse's last PDS to the member's PDS on that PCS order.

J. Legal Custody of Children Changes After the Effective Date of PCS Orders. A member who is denied dependents' travel and transportation allowances for a child or children by par. U5203-B2f, is entitled thereto if the member is granted legal custody/legal joint custody, or otherwise lawfully acquires such custody after the effective date of the member's PCS orders. Examples of lawfully acquired custody include custody acquired as the result of the death of the non-member custodial parent or a child's election to join a member following lapse of a court order at 18 years of age.

★ **U5218 TRAVEL AND TRANSPORTATION INVOLVING OLD AND/OR NEW NON-PDS LOCATION**

(NOTE: This paragraph doesn't apply to travel to and/or from a designated place as defined in Appendix A. For this part, the place at which dependents reside and from which the member commutes daily to the PDS are treated as being the PDS.)

A member in receipt of PCS orders is entitled to dependents' travel and transportation allowances from the old non-PDS location and/or to the new non-PDS location, up to the entitlement from the old to the new PDS. For HHG transportation see pars. U5310-A1 and U5340-A1b. When transoceanic travel is involved, see pars. U5205-B and U5210.

U5220 DEPENDENTS JOIN OR ACCOMPANY MEMBER DURING TDY EN ROUTE

A. General. When dependents accompany or join a member performing TDY en route between two PDS's, entitlements for dependents' travel and transportation allowances are based on the travel actually performed using mileage and per diem rates prescribed in subpars. B and C, limited to the greater of the following:

1. mileage for the official distance between authorized points at the rate prescribed in par. U5105-B1 as if the dependents had traveled separately, plus a per diem at the rate prescribed in par. U5210 for the travel time for constructive travel between the authorized points; or
2. what it would have cost had Government-procured transportation been used for travel between authorized points, plus a per diem as prescribed in Chapter 4, Part B for the time required for travel between authorized points. If Government-procured transportation is used, the cost of the Government-procured transportation is subtracted from the entitlement.

B. Mileage Rate Payable. The mileage rate in par. U5105-B1 applies for actual travel for the distance the dependents traveled separately. The mileage rate in par. U5105-B1 for the member and dependents, less \$.15 per mile, is used for actual travel for the distance the member and dependents traveled together.

C. Per Diem. The per diem rate is one of the following:

1. Traveling Separately. Par. U5210-C applies when the dependents travel separately from the member for the allowable travel time for that leg of the journey.

2. Traveling Together. Par. U5210-B applies when the dependents travel with the member for the allowable travel time for that leg of the journey.

U5222 DEPENDENTS' TRAVEL AND TRANSPORTATION ALLOWANCES UNDER VARIOUS PCS ORDERS

A. Called (or Ordered) to Active Duty

1. Called (or Ordered) to Active Duty -- TDY Station First Assignment. When a member is called (or ordered) to active duty, and is first assigned to a TDY station and then ordered on PCS, the member is entitled to dependents' travel and transportation allowances for dependents' travel to the PDS, up to the entitlement for travel from the HOR or the PLEAD to the first PDS.

2. Commissioned from Service Academies. When commissioned and ordered to active duty, a

graduate of a Service academy is entitled to dependents' travel and transportation allowances for dependents' travel, up to the entitlement for travel from the farther point, HOR or Service academy, to the PDS, regardless of the point designated in the orders (Service academy or HOR) from which the officer's travel is directed to be performed. When dependents are acquired after the date of an officer's departure (detachment) from a Service academy incident to active duty orders, but on or before the effective date of the orders, the officer is entitled to dependents' travel and transportation allowances for dependents' travel to the new PDS from one of the following:

- a. HOR;
- b. Service academy; or
- c. place where the dependents are acquired. However, if the dependents travel from the place acquired to the HOR or Service academy before the effective date of active duty orders, then the place named in item a or b, as appropriate, applies.

This entitlement is without regard to whether TDY is directed or performed en route.

B. Assigned to Foreign Service Colleges. Members assigned to foreign service colleges on a PCS for 20 or more weeks are entitled to dependents' travel and transportation allowances. The tour length restrictions in par. U5203-B3e and f don't apply.

C. Ordered to an OCONUS Station to Which Dependents' Travel Is Authorized

1. General. When a member is ordered to make a PCS to an OCONUS station to which dependents' travel is authorized, the member is entitled to the dependents' travel and transportation allowances in this subparagraph.

2. Dependents Authorized Concurrent Travel With Member. When dependents are authorized concurrent travel to the OCONUS PDS (whether or not they travel with the member), the member is entitled to allowances from the place the dependents are located when the member receives the PCS order to the OCONUS PDS, up to the entitlement for travel from the last place transported at Government expense to the new PDS. Government transportation facilities for transoceanic travel should be used when available.

U5315 ADMINISTRATIVE WEIGHT LIMITATIONS

A. General. Administrative weight limitations in this paragraph and administrative weight or item allowances (within the table of weight allowances in this Part) established by the Services are subject to conditions in Service regulations. An eligible member is entitled to HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

B. Entitlement. On a PCS to/from an OCONUS PDS designated by the Service concerned as a place where Government-owned furnishings are provided for all quarters, a member is limited to HHG transportation of 2,000 pounds (net) or 25 percent (net) of the weight allowance in par. U5310-B, whichever is greater, plus transportation of unaccompanied baggage. See subpar. C for exceptions. If both spouses are members and are assigned to the same OCONUS area where they jointly occupy quarters, they are limited to one administrative weight allowance, based on the weight allowance of the higher ranking member; however, each is entitled individually to transportation of unaccompanied baggage and PBP&E.

C. Exceptions.

1. General. Administrative weight limitations don't apply:

- a. to shipments from nonforeign OCONUS areas to any location where there's no Service administrative weight limitation;
- b. to members with a weight allowance of less than 2,000 pounds; or
- c. to members on duty as U.S. Defense Attaches.

2. Government Furnishings Unavailable. When an item of Government furnishings ordinarily provided at a new PDS is unavailable, the weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.

3. Weight Allowance Increase. A member's request to increase the restricted HHG weight allowance, may be authorized/approved through the Secretarial Process in the following circumstances:

- a. the member is assigned COT from an unrestricted to a weight restricted area;

- b. the member extends a tour for one year or longer within the same weight restricted area;
- c. additional furnishings were acquired through marriage after the member was assigned to the weight restricted area; or
- d. circumstances exist that would cause undue hardship if the weight restriction were enforced.

NOTE: *The combined weights of stored HHG plus transported HHG shall not exceed the weight allowance in par. U5310-B.*

4. Additional HHG at Member's Expense. Additional HHG may be transported on a Personal Property Government Bill of Lading (PPGBL). The member must pay the cost of transporting the excess weight.

U5317 HHG TRANSPORTATION ENTITLEMENT DISALLOWED

HHG transportation entitlement doesn't exist for members (See par. U5203-B for related dependent transportation:

1. of reserve components when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (see par. U5345-B2);
2. on leave;
3. who are in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-D1, U5370-D8 (see also par. U5240-D2, item h), and U5370-J;
4. serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such members who have dependents, see pars. U5370-D1, U5370-D8 (see also par. U5240-D2, item h), and U5370-J);
5. under orders to a course of instruction of less than 20 weeks duration (except HHG

within the TDY weight allowance may be transported);

6. called/ordered to active duty for basic training for less than 6 months (see par. U5345-B2);
7. when less than 12 months remain in an OCONUS tour after the scheduled arrival date of the HHG at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1;
8. transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).

U5318 RE-TRANSPORTATION OF THE SAME HHG

HHG transportation shall not be made for a member's convenience to some other place for re-transportation later.

U5320 METHODS OF TRANSPORTATION

A. HHG. HHG transportation is authorized by the transportation mode which provides the required services satisfactorily at the best value to the Government.

B. Unaccompanied Baggage. Unaccompanied baggage transportation is authorized by an expedited mode when necessary to enable the member to carry out assigned duties or to prevent undue hardship to the member and/or dependents. When the expedited mode is commercial air, a maximum of 1,000 pounds (net) may be transported. Unaccompanied baggage in excess of 1,000 pounds (net) may be transported if authorized in accordance with Service regulations.

C. Government - Procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the Government assumes responsibility for the shipping and storage of HHG in accordance with subpar. A.

D. Reimbursement for Personally Procured Transportation and NTS. Transportation of HHG ordinarily is made through a shipping or transportation officer. A member, who personally

arranges for transportation of HHG by any means, is entitled to reimbursement (see par. U1010-B7) of the actual cost of this transportation when a shipping or a transportation officer isn't available or the member is instructed by the shipping or transportation officer to make shipment at personal expense. "Transportation" includes the direct hire or rental of a conveyance (with or without operator) and/or hire of an operator of a conveyance. Transportation costs don't include the special routing and services in par. U5340-E. In all other cases, except for DITY moves, a member who arranges for transportation of HHG or NTS at personal expense is entitled to reimbursement of these costs not to exceed the cost which would have been incurred by the Government had transportation or NTS been arranged by a shipping or transportation officer.

E. DITY Moves

★ 1. Applicability. This subparagraph applies to Armed Forces and USPHS members moving HHG by privately owned/rental vehicles. The term "privately owned" includes vehicles owned by members or other individuals, such as relatives and friends (59 Comp. Gen. 34 (1979)). Each Service must issue regulations necessary to administer this subparagraph. Eligible shippers (i.e., a member or next of kin in the case of a member's death) should consider the guidelines listed below when determining if a DITY move is appropriate.

- a. Moves requiring transoceanic transportation aren't eligible (transportation between the CONUS and Alaska via the Alaska ferry, or en route to or from Canada via oceangoing ferry, isn't "transoceanic transportation").
- b. Eligible shippers are paid 95 percent of what it would cost the Government to transport the HHG (*not to exceed the authorized weight allowance*) less any cost incurred by the Government for the DITY move.
- c. DITY moves may be approved "after-the-fact" by the Secretarial Process.
- d. Transportation of HHG in/on top of a vehicle primarily designed for passenger transportation doesn't constitute a DITY move or part of one.
- e. A DITY move doesn't prevent HHG transportation and/or NTS of a portion of the member's authorized weight allowance not included in the DITY move.

- ★ f. The DTOD used for HHG transportation must be used for DITY moves (using shortest distance). See par. U2020 for DTOD requirements.

2. Establishing the Weight of HHG

a. General. The eligible shipper should establish the HHG net weight with certified weight certificate(s) from a public weighmaster or Government scales. The net weight or the member's authorized weight allowance, whichever is less, is used to determine the constructive cost.

★ b. When Weight Certificates are Unobtainable. Through the Secretarial Process, use of constructive weight (see subpar. U5335-E) may be authorized/approved if the HHG net weight can't be established with certified weight certificates because:

- (1) a public scale or a Government scale wasn't available; or
- (2) if HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

A constructed weight also may be used, when justified, or in other instances authorized/approved through the Secretarial Process. If the constructed weight claimed is doubtful, the eligible shipper must substantiate its reasonableness. If the constructive weight is unreasonable, the Service may limit reimbursement under subpar. D.

3. Final Settlement. To receive final settlement, the eligible shipper must submit certified weight certificate(s) or an acceptable constructive HHG weight. If the expenses incurred by the Government equal or exceed 95 percent of the Government's projected cost to transport the HHG, there's no entitlement to a payment. In no event shall the Government incur expenses for the HHG movement in excess of 100 percent of the Government's projected cost to transport the HHG commercially. Any excess shall be charged to the eligible shipper.

U5330 FACTORS AFFECTING HHG TRANSPORTATION

A. Combining Weight Allowances When Husband and Wife Are Both Members. Their weight allowances as prescribed in par. U5310-B may be combined for HHG transportation and/or NTS incident to the transfer of both under PCS orders

between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to:

1. a joint residence in the vicinity of the new PDS of the member remaining on active duty from which that member is to commute to the new PDS, or
2. a joint residence being established by both retirees/separatees at the HOS/HOR (limited by the lesser entitlement.)

If one member/spouse dies, see par. U5372-H for the authorized weight allowance of the surviving spouse/member.

B. Impact of Effective Date of Orders. The entitlement to HHG transportation accrues and becomes fixed on the effective date of PCS orders. Except as authorized in par. U5370-H for members reduced in grade, the weight allowance is based on the grade held on the effective date of the orders authorizing the HHG transportation.

C. Orders Amended, Modified, Canceled, or Revoked. HHG transported after PCS orders are received shall be transported to the proper destination at Government expense when the orders are later amended, modified, canceled or revoked.

D. Improper Transportation. HHG, including those transported under pars. U5370 and U5372, improperly transported or otherwise unavoidably misdirected, through no fault of the member, may be transported to the proper destination.

E. Items of Extraordinary Value. These items may be transported by an expedited mode which provides satisfactory service at the best value to the Government, and not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to pilferage. Items which are irreplaceable or are of extreme value or sentiment aren't provided special security even though extra-value insurance may be purchased. The net weight of such shipments shall be charged against the weight allowance in par. U5310-B.

F. HHG and Mobile Home Allowances

1. General. Except as indicated in pars. U5505-B, U5540-B and this subparagraph, HHG transportation isn't authorized for members who elect mobile home allowances.

2. PCS Between PDSs in CONUS or Alaska and PDSs OCONUS or Alaska.

a. Dependents Authorized Concurrent Travel or Concurrent Travel Delay Anticipated to Be for Less Than 20 Weeks from Member's Port Reporting Month. When concurrent travel of dependents is authorized or is to be authorized within 20 weeks and dependent travel won't be performed by all the dependents, a member is entitled to:

- (1) HHG and unaccompanied baggage transportation to the OCONUS PDS, and
- (2) mobile home allowances to a designated place in CONUS or Alaska under par. U5505-B2, provided the dependent(s) not traveling to the PDS are to use the mobile home as a residence during the member's OCONUS tour.

b. Concurrent Travel of Dependents Denied or Delay Anticipated to Be for 20 or More Weeks from Member's Port Reporting Month. When a member is assigned to OCONUS duty, concurrent travel of dependents isn't authorized, and mobile home allowances are elected to a designated place in CONUS or Alaska, the member is entitled to HHG and unaccompanied baggage transportation to the OCONUS PDS within the cost limitations in par. U5505-B2. If the dependents later are authorized to travel to the OCONUS PDS at Government expense, the member may transport HHG from the designated place to the OCONUS PDS within the cost limitations in par. U5505-B3.

c. Return to CONUS or Alaska. A member stationed OCONUS or outside Alaska who's returned to CONUS or Alaska under PCS orders and who elects mobile home allowances within CONUS or Alaska, also is entitled to HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the new PDS, HOR or PLEAD, or HOS (as applicable) under par. U5505-B4. The member isn't entitled to HHG or unaccompanied baggage transportation if electing mobile home allowances between a PDS in Alaska and a PDS in CONUS, unless the HHG were removed from the mobile home to meet safety requirements.

3. Under Unusual or Emergency Circumstances

a. A member stationed OCONUS or in Alaska:

- (1) whose dependents are returned to CONUS or Alaska under par. U5240, and
- (2) who elects mobile home allowances within or between CONUS or Alaska under par. U5540-A,

also is entitled to HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the designated place, except for items of HHG removed from the mobile home to meet safety requirements.

b. A member:

- (1) whose dependents are returned from Alaska to CONUS under par. U5240-D, and
- (2) who elects mobile home allowances from Alaska to CONUS, isn't entitled to HHG or unaccompanied baggage transportation, except for items of HHG removed from the mobile home to meet safety requirements.

designated POV unloading port to the new PDS; and

2. Government procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC. See pars. U5105-B1 and/or U5205-A2 for direct travel from the passenger POD to the designated POV unloading port. *The reimbursement for transportation from the passenger POD to the designated POV unloading port shall not exceed the cost for direct travel from the passenger POD to the new PDS.*

In addition, members receive a flat per diem rate of \$50, and a per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed for a period not to exceed the allowable travel time for travel from the passenger POD to the new PDS (see par. U5160-F).

E. POV Delivery/Pick-up to/from a Designated POV Port Accomplished Concurrently with TDY En Route

1. Delivery of a POV to Port in Connection with TDY En Route. A member who delivers a POV to a designated POV loading port in connection with PCS travel overseas with TDY en route, is authorized:

- a. a MALT of \$0.15 per mile for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);
- b. a MALT of \$0.15 per mile for travel for the official distance from the TDY station to the designated POV loading port; and
- c. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1) for direct travel from the designated POV loading port to the passenger POE. *The reimbursement for transportation from the designated POV loading port to the passenger POE shall not exceed the cost for travel from the TDY station to the passenger POE.*

In addition, members receive a flat per diem for the

travel in items b and c for the allowable travel time (see par. U5160-F) for travel from the TDY station to the passenger POE. **NOTE:** *When a dependent(s) accompanies the member and/or delivers the POV to the designated POV loading port, the travel and transportation allowances for the dependent(s) are computed using par. U5220.*

2. Pick-up of a POV in Connection with TDY En Route. A member who picks up a POV from a designated POV unloading port in connection with PCS travel to an en route TDY station, is authorized:

- a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1) for direct travel from the passenger POD to the designated POV unloading port;
- b. MALT of \$0.15 per mile for the member's travel for the official distance from the designated POV unloading port to the TDY station; and
- c. MALT of \$0.15 per mile for travel for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

The total reimbursement for items a and b shall not exceed the cost for travel from the passenger POD to the TDY station. In addition, members receive a flat per diem for the travel in items a and b for the allowable travel time (see par. U5160-F) for travel from the passenger POD to the TDY station. **NOTE:** When a dependent(s) accompanies the member and/or picks up a POV from the designated POV unloading port, the travel and transportation allowances for the dependent(s) are computed using par. U5220.

U5414 TRANSPORTATION OF POVS OVERLAND BY CARRIER

A. OCONUS Transportation of POV Overland by Carrier from Old to New PDS Incident to Unit Move. Each eligible member of a unit ordered on PCS to, from, or between OCONUS PDSs, may be provided transportation by overland carrier of a POV from the unit's old PDS to the designated POV loading port, and from the designated POV unloading port to the new PDS.

B. Transportation of a POV Overland by Carrier Between OCONUS Port and OCONUS PDS. An eligible member ordered on a PCS to, from, or between OCONUS PDSs, may be provided transportation of a POV between the OCONUS PDS and the OCONUS port when the Secretarial Process authorizes/approves such transportation based on a determination that:

1. a travel hazard exists between the port and PDS;
2. the member is physically unable to drive between the port and PDS; or
3. the conditions of the member's orders or assignment are such that it is prudent for overland transportation to be provided. (Example 1: Member's new PDS is Moscow. The POV is at the Helsinki port. The member is in a sensitive position in Moscow and it's determined prudent to have the POV transported by overland carrier. Example 2: The member is assigned to a landlocked country. The foreign Government concerned requires the member to remain inside the country. The member can't travel to the port to pick up the POV, so overland transportation is authorized.)

★ C. PCS within CONUS. An eligible member ordered on PCS within CONUS who can't drive, may be provided transportation of a POV. See par. U5425. Transportation may be authorized/approved when:

1. the member is physically unable to drive, or
2. there is insufficient time (see par. U5160) for the member to drive and report to the new PDS as ordered.

U5415 LIMITATIONS

A. Restrictions on Transportation

1. Restriction on Transportation of a POV Purchased in a U.S. Territory or Possession. A POV purchased in a U.S. territory or possession, or Puerto Rico, by a member not permanently assigned there at the time of the purchase, generally shall not be shipped at Government expense incident to a first PCS following purchase of the POV. The exception to the general prohibition is if the POV is used by the

member or dependent for transportation at the member's OCONUS PDS. This subparagraph doesn't apply to alternate port shipments authorized by the Secretary concerned.

2. Restriction, Prohibition, or Suspension of Transportation to a Member's OCONUS PDS. Shipment of POVs to an OCONUS area may be restricted, prohibited or suspended when:

- a. determined to be necessary by the Service concerned;
- b. determined to be necessary for reasons of national interest by the Secretary concerned or higher authority; or
- c. directed by the foreign government concerned.

3. Restriction on Size of Vehicle. A member who desires to ship a POV which exceeds 20 measurement tons must sign an agreement to pay the excess transportation costs (see par. U1010-B8) unless through the Secretarial Process, shipment of a POV in excess of 20 measurement tons is authorized/approved because for medical reasons an oversized POV is required by the member or dependent(s). This subparagraph doesn't apply to travel aboard oceangoing car ferries.

4. Combining POV Weight Limitations When Husband and Wife Are Both Members. The 20 measurement tons limitation contained in subpar. 3 may be combined for the purpose of shipping one larger vehicle at Government expense in lieu of a POV shipment for each member incident to the transfer of both members under PCS orders between PDSs at which they maintain a joint residence. Payment for transporting the vehicle may not exceed the total cost the Government would have incurred if each member had shipped a vehicle of 20 measurement tons through the designated POV loading port.

B. Transportation at Government Expense of a FPOV

1. General. Transportation at Government expense of a FPOV (see Appendix A) incident to a PCS is prohibited except to or from OCONUS locations listed in Appendix E, or in accordance with the exceptions specifically contained in subpar. 3.

which dependent travel isn't authorized under par. U5240-H,

is entitled to the DLA only when the PCS has been completed.

E. Entitlement When Member Married to a Member Is Transferred to a New PDS. Table U5G-3 is for a member married to a member who, incident to a PCS, disestablishes a household at one PDS and establishes a household at a new PDS.

★ Table U5G-1

PRIMARY DLA RATES EFFECTIVE 1 JANUARY 1999		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$2,195.78	\$2,702.99
O-9	\$2,195.78	\$2,702.99
O-8	\$2,195.78	\$2,702.99
O-7	\$2,195.78	\$2,702.99
O-6	\$2,014.46	\$2,433.81
O-5	\$1,940.18	\$2,345.95
O-4	\$1,798.00	\$2,067.98
O-3	\$1,440.95	\$1,710.93
O-2	\$1,143.02	\$1,460.93
O-1	\$ 962.51	\$1,305.97
O-3E	\$1,555.98	\$1,838.73
O-2E	\$1,322.74	\$1,659.02
O-1E	\$1,137.42	\$1,532.81
W-5	\$1,826.76	\$1,996.09
W-4	\$1,622.27	\$1,829.95
W-3	\$1,363.48	\$1,676.59
W-2	\$1,210.92	\$1,542.40
W-1	\$1,013.62	\$1,333.92
E-9	\$1,332.33	\$1,756.47
E-8	\$1,222.89	\$1,619.08
E-7	\$1,044.77	\$1,503.26
E-6	\$ 945.72	\$1,389.04
E-5	\$ 872.24	\$1,249.25
E-4	\$ 758.82	\$1,086.31
E-3	\$ 744.44	\$1,011.23
E-2	\$ 604.66	\$ 962.51
E-1	\$ 539.17	\$ 962.51

★ Table U5G-2

<u>SECONDARY</u> DLA RATES EFFECTIVE 1 JANUARY 1999		
Grade	Without Dependent Rate	With Dependent Rate
O-10	\$1,756.62	\$2,162.39
O-9	\$1,756.62	\$2,162.39
O-8	\$1,756.62	\$2,162.39
O-7	\$1,756.62	\$2,162.39
O-6	\$1,611.57	\$1,947.05
O-5	\$1,552.15	\$1,876.76
O-4	\$1,438.40	\$1,654.39
O-3	\$1,152.77	\$1,368.75
O-2	\$ 914.42	\$1,168.74
O-1	\$ 770.00	\$1,044.77
O-3E	\$1,244.79	\$1,470.99
O-2E	\$1,058.19	\$1,327.21
O-1E	\$ 909.94	\$1,226.25
W-5	\$1,461.40	\$1,596.87
W-4	\$1,297.82	\$1,463.96
W-3	\$1,090.78	\$1,341.27
W-2	\$ 968.73	\$1,233.92
W-1	\$ 810.90	\$1,067.14
E-9	\$1,065.86	\$1,405.17
E-8	\$ 978.32	\$1,295.26
E-7	\$ 835.81	\$1,202.61
E-6	\$ 756.58	\$1,111.23
E-5	\$ 697.80	\$ 999.41
E-4	\$ 607.05	\$ 869.05
E-3	\$ 595.55	\$ 808.98
E-2	\$ 483.73	\$ 770.00
E-1	\$ 431.33	\$ 770.00

*Note: These rates are **only** payable when a **second** DLA is paid IAW par. U5640-B6.*

ENTITLEMENT TO DLA WHEN A MEMBER MARRIED TO A MEMBER IS TRANSFERRED					
R U L E	<u>If one member</u> A	<u>and the other member</u> B	<u>at the old PDS</u> <u>they occupied</u> C	<u>at the new PDS</u> <u>they occupied</u> D	<u>then DLA is payable</u> E
1	has no dependents	has no dependents	the same quarters	the same quarters ³	to either member at the "without dependent" rate, but not both ^{1, 4}
2				separate quarters ^{2, 3}	to both at the "without dependent" rate ⁴
3			separate quarters	the same quarters ³	
4				separate quarters ^{2, 3}	
5		has dependents	the same quarters	the same quarters ³	to either the member who has no dependents at the "without dependent" rate or to the member who has dependents at the "with dependent" rate, but not to both members ¹
6				separate quarters ^{2, 3}	to each, i.e., as a member without dependents for the member without dependents and at the "with dependent" rate for the member with dependents
7			separate quarters	the same quarters ³	
8				separate quarters ^{2, 3}	
9	has dependents	has dependents	the same quarters	the same quarters	to either member at the "with dependent" rate, but not to both ¹
10				separate quarters ²	to both members at the "with dependent" rate
11			separate quarters	the same quarters	
12				separate quarters ²	

1. The husband and wife may select the greater entitlement. However, when one member moves incident to a PCS at one time and establishes a household at the new PDS and, at a later date, the other member moves incident to a PCS and occupies the same residence as the spouse:

- both members would be entitled to a DLA at the "without dependent" rate under Rule 1,
- the member who has no dependents at the "without dependent" rate, and the member with dependents at the "with dependent" rate under Rule 5, and
- both members at the "with dependent" rate under Rule 9.

2. Payable only if it can be conclusively shown it is necessary to establish separate households for or on behalf of each member or for the dependents.

3. Except as indicated in par. U5610-B, and when a member in pay grade E-7 and above without dependents elects not to occupy available Government quarters, a member, who has no dependents and who is assigned to Government quarters at the new PDS (including a ship), isn't entitled to DLA.

4. DLA isn't payable to a member married to a member who occupies Government quarters, if neither member has a dependent.

Table U5G-3

PART G: TRAVEL OF MEMBERS OF RESERVE COMPONENTS AND RETIRED MEMBERS CALLED (OR ORDERED) TO ACTIVE DUTY

U7150 TRAVEL OF MEMBERS OF RESERVE COMPONENTS

A. Active Duty With Pay

1. General

a. Applicability. This subparagraph applies to members of the reserve components called (or ordered) to active duty for any reason with pay under orders which provide for return to home or PLEAD.

b. Travel and Transportation Allowances When Member Commutes. There is no entitlement to travel and transportation allowances for travel between the home or PLEAD and the place of active duty when:

- (1) both are in the corporate limits of the same city or town,
- (2) the member commutes daily between home or PLEAD and the place of active duty, or
- (3) the order-issuing official or the installation commander determines that both are within reasonable commuting distance of each other and that the nature of the duty involved permits commuting.

★ However, members commuting under items (2) and (3) are entitled to the applicable automobile or motorcycle mileage rate for one round trip between the duty station and,

- (a) home,
- (b) place of unit assignment, or
- (c) place from which called (or ordered) to active duty.

In the determination required by item (3), areas which constitute a reasonable commuting distance are those areas described in par. U3500-B. Regarding item (3), AEA may be paid, if authorized by the member's commanding officer, for any day(s) the member is required by the nature of the duty involved to remain overnight and Government quarters or Government mess, or both are unavailable. In these

cases, the member is entitled to AEA computed under par. U4510 for all meals and quarters for this duty except for the meal normally procured when commuting. Payment may be authorized under Chapter 3, Part F for travel on Government business within and around the member's place of active duty.

c. No Per Diem or AEA for Certain Periods of Active Duty. There is no entitlement to per diem or AEA under subpar. 4 for:

- (1) members performing annual training duty when both Government quarters (other than temporary lodging facilities) and a Government mess are available;
- (2) members ordered to involuntary active duty for training because of unsatisfactory participation in their reserve commitments when both Government quarters (other than temporary lodging facilities) and a government mess are available;
- (3) newly enlisted members who are undergoing processing, indoctrination, initial basic training (including follow-on technical and/or home station training), or instruction. This includes members attending courses of instruction with a break in active duty between courses of instruction and both Government mess/quarters (other than temporary lodging facilities) are available. Per diem is payable to members on TDY under instruction following completion of initial technical or specialty training after basic training when the course of instruction has been designated by the Secretarial Process as a course of instruction for which per diem is authorized; or
- (4) PHS officers called to active duty solely to participate in the Commissioned Officer Student and Extern Program (COSTEP).

Reservists not entitled to per diem or AEA, who occupy transient Government housing while performing active duty for training, may be reimbursed the actual cost of lodging.

2. Physical Examination in Connection With Call (or Order) to Active Duty with Pay. A member, called (or ordered) to active duty with pay and required to take a physical examination before proceeding to the first duty station, is entitled to PCS allowances from the place orders are received or addressed to the place of physical examination (whichever is less) and (as directed in the orders):

- a. return, or
- b. then to the new PDS, or
- c. return and then to the new PDS.

Travel required in connection with these examinations is in accordance with subpar. 3.

3. Travel to, from, and Between Duty Stations

a. Active Duty for Less Than 20 Weeks at One Location. Members described in subpar. 1a, called (or ordered) to active duty for less than 20 weeks at one location (subpar. 4a or b) are entitled to travel and transportation allowances as for TDY under Chapters 3 and 4.

b. Active Duty for 20 or More Weeks at One Location. Members described in subpar. 4c(1), are entitled to per diem, travel and transportation allowances as for PCS (Chapter 5).

4. Per Diem or AEA While at Duty Station

a. Active Duty for Less Than 20 Weeks. Except if subpars. 1b and c apply, when the period of active duty contemplated by the orders at any location is for less than 20 weeks (except as noted in par. U2145-D), per diem or AEA, as applicable, and travel and transportation allowances are payable as provided for TDY in Chapter 4.

b. Additional Periods Beyond 20 Weeks. When, during a period of active duty of less than 20 weeks, the duty must be extended due to unforeseen circumstances and the prospective extended period is less than 20 weeks, per diem or AEA entitlement continues for the entire period. When the prospective extended period is for 20 or more weeks, no per diem or AEA is payable from the date of the order directing the additional/extended duty except as authorized in subpar. d. See par. U2145-C3 for examples of extensions.

c. Active Duty for 20 or More Weeks

(1) General. When a member is called to active duty for 20 or more weeks, no per diem or AEA is payable at any location where the duty to be performed is for 20 or more weeks (except as noted in par. U2145-D), regardless of the availability of Government quarters and Government mess except as authorized in subpar.

(2) Active Duty at More Than One Location. When the active duty is to be performed at more than one location, per diem or AEA is payable at any location where the duty is for less than 20 weeks as provided for TDY in Chapter 4.

d. Active Duty and Extensions of Active Duty for 20 Weeks or More for Purposes Other Than Training. Except when paid station allowances under subpar. G2, a member called to active duty for a period of 20 or more weeks (or less than 20 weeks and extended for a period of more than 20 weeks from the date of the extension) away from home for other than training purposes may be authorized per diem for the entire period if the call to active duty (or extension) is required by unusual or emergency circumstances or exigencies of the Service concerned.

Per diem, travel and transportation allowances are paid in the same manner as to a member ordered on TDY.

5. TDY Per Diem Computation. When a member is ordered on TDY away from the PDS as indicated in subpar. 4c(1), per diem or AEA is computed under Chapter 4.

B. Active Duty Without Pay.

1. Standby Reserve. There is no entitlement to travel and transportation allowances for members of the Standby Reserve of the Armed Forces who voluntarily perform active duty training without pay.

2. Others. Other reserve component members who perform duty described in subpar. A without pay may be entitled to occasional meals, quarters, or the applicable automobile or motorcycle mileage rate, for travel to and from their duty stations, including travel required in connection with qualifying physical examinations or conditions precedent to the duty involved. They are not entitled to per diem and AEA at the duty station.

PART B1: OVERSEAS HOUSING ALLOWANCE (OHA) AND INTERIM HOUSING ALLOWANCE

U9100 GENERAL

A. Purpose. OHA is authorized to assist a member in defraying the excess housing costs incurred incident to assignment to a PDS outside the United States. All members authorized to live in privately leased/owned quarters are entitled to OHA, provided an Individual Overseas Housing Allowance (OHA) Report (DD Form 2367) is completed and approved. There are two types of housing allowances paid under the OHA:

1. an up-front, lump-sum MIHA for those who qualify (see par. U9107 and Appendix N for rules and information), and
2. a monthly OHA including a utility/recurring maintenance allowance.

The location MIHA is based on the average "move-in" costs for members. The monthly OHA is based on comparing:

1. the rent, up to a rental ceiling at a PDS, plus the average utility/recurring maintenance allowance, with
2. the member's BAH-II or FSH, as applicable.

For the location monthly utility/recurring maintenance allowance, see par. U9106-A.

B. Allowances Payable. The amount of OHA payable is determined as shown in Appendix K, unless a special determination jointly issued by the Secretary concerned and the PDTATAC Chair authorizes a different rate due to special circumstances. OHA rates are based on a member's PDS except as indicated in pars. U9300 and U9301, and in Chapter 6.

U9101 OHA START/STOP

A. Start. OHA entitlement generally starts on the day a member reports to a new PDS, or when dependents arrive in advance of their sponsor, as specified in par. U9110-C. OHA entitlement starts on the day after the day of reporting if, on the day of reporting, a member:

1. without dependents is entitled to MALT PLUS or TLA; or

2. with dependents is entitled to MALT PLUS for the member and TLA for the dependents, or to TLA for both the member and dependents.

(See par. U9102 for exceptions.)

B. Stop. Unless:

1. an extension is authorized under subpar. C, or
2. OHA is authorized under par. U9103,

OHA entitlement stops:

1. the day before the member departs in compliance with PCS orders,
2. on the homeport change effective date (from OCONUS) of the ship or unit to which a member is assigned, or
3. on the day the last dependent departs if the dependent departs within the 60-day period after the effective date of PCS orders or of the homeport change, as applicable.

OHA continuation at the old PDS is intended only when delayed departure of dependents is necessary for reasons beyond the member's or dependents' control (such as illness or hospitalization of the dependent(s), completion of school term, lack of acceptable housing at new PDS, difficulties related to dependent transportation, HHG transportation to the new PDS, exigencies of the Service). The member's new commanding officer or designated representative may terminate OHA payment when any further delay is determined to be unnecessary or for personal convenience.

C. Secretarial Extensions. Entitlement to OHA beyond the 60-day period authorized in subpar. B may be authorized by the Secretarial Process. For cases involving assignment from other than a dependent restricted or unaccompanied tour to a dependent restricted or unaccompanied tour when dependents remain in the vicinity of the old PDS, see par. U9301-B1.

U9102 CONCURRENT PAYMENT OF OHA AND TLA

OHA isn't payable when a member is receiving TLA for the member and/or dependents, except when:

1. dependents are authorized to remain at their place of residence after the member departs in accordance with par. U9101-B or C;
2. dependents precede the member to the new PDS in accordance with par. U9110-C;
3. a member is required to vacate permanent quarters temporarily as envisioned by par. U9200, item 2 (if housing costs are incurred for permanent quarters); or
4. station allowances are authorized under par. U9301.

OHA may be paid if authorized/approved by the Secretarial Process, beginning the date the lease for permanent quarters on the local economy begins, during any authorized/approved TLA period for a member who couldn't occupy the permanent quarters due to nondelivery of member's HHG or Government-owned furniture/appliances.

U9103 OHA ENTITLEMENT INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs in close proximity and the member continues, at the new PDS, to commute from the residence occupied while at the old PDS, entitlement to OHA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is entitled to OHA during that period. If the OHA rate differs between the old and new PDS, the rate for the old PDS shall be paid through the day before the member reports to the new PDS.

★ U9104 OHA CONTINUATION FOLLOWING MEMBER'S DEATH

For regulations regarding OHA continuation on behalf of dependents following a member's death in the line of duty, see DODD 7000.14-R, Volume 7A, "Military

Pay Policy and Procedures Active Duty and Reserve Pay," Chapter 26 for DoD members and Service pay regulations for members on non-DoD Services.

U9105 DETERMINING MONTHLY RENT

A. General. Monthly rent is the amount paid per month by a member for possession and use of a dwelling place. (The term "dwelling place" includes a mobile home or vessel.) The rent stated in the lease or as otherwise agreed to by the landlord and the tenant shall be used in computing the OHA. The cost of a separate lease for parking one POV at or in the vicinity of the dwelling place also can be added to the member's dwelling lease amount in determining the member's total rental amount. The cost of parking at the PDS isn't included in rent. The following rules apply for determining rent.

1. If member must pay a recurring condominium or homeowner association fee, it's prorated to a monthly charge and incorporated into member's rent.
2. If a member owns the dwelling place, the monthly "rent" is derived by dividing the actual purchase price of the dwelling or residence by 120 (settlement costs, fees for title search, other legal and related costs aren't included in determining the actual purchase price). The amount of any personal installment type loans (not including loans used to furnish or decorate a home or loans for personal reasons, or credit card or line of credit loans) and real estate equity loans obtained for the purpose of renovating, repairing or enlarging the current dwelling place are added to the actual purchase price before determining the rent (loans obtained on or after 1 June 1991 and the existing balance on 1 June 1991 of loans obtained prior to 1 June 1991 may be added to the purchase price).
3. If the dwelling place owned by the member is a mobile home or vessel, the monthly lot rental or berthing fee paid is added to this amount.
4. If the member is a sharer, the member's monthly rent is determined by dividing the total monthly rent by the number of sharers occupying the dwelling.

★ APPENDIX A

PART I: DEFINITIONS

As used in these regulations, and unless otherwise specifically provided in these regulations, the following definitions apply.

ACCOMMODATIONS. Seat space, berths, roomettes, bedrooms, and staterooms on transportation facilities. Types include:

1. Air Coach or Air Tourist. A type available on commercial aircraft at rates lower than first class or premium class.
2. Coach or Chair Car (Rail). A type not affording sleeping facilities, at a lesser rate than first class (parlor car seat).
3. Lowest First Class. The lowest cost offered by commercial carriers to the general public as first class.
4. Security (Enclosed). Any private room that can be locked for security purposes.

ACCOMMODATIONS, APPROVED. Any place of public lodging that is listed on the national master list of approved accommodations. The national master list of all approved accommodations is compiled, periodically updated, and published in the Federal Register by FEMA. Additionally, the approved accommodation list is available on the U.S. Fire Administration's Internet site at <http://www.usfa.fema.gov/hotel/index.htm>.

ACCOMMODATIONS, COMMON CARRIER.

(NOTE: On common carrier aircraft with two classes of service, the higher class is first class.)

1. First/Premium Class. The highest class of accommodations offered by commercial airlines. All classes above the lowest class. Includes suites offered by commercial ships, and the highest class of service, including bedrooms, roomettes, club service, parlor car, or other premium accommodations offered by passenger rail carriers.
2. Premium Class Other than First Class. Any class of accommodations offered by commercial airlines that is between coach-class and first-class accommodations (e.g., business-class).
3. Coach-Class. The basic class of accommodations offered by commercial airlines and passenger rail carriers, that includes a level of service available to all passengers regardless of the fare paid. The term applies when an airline offers only one class of accommodations. The term also includes tourist class and economy class on commercial airlines and reserved coach and/or slumber coach accommodations on overnight rail travel.
4. Slumber Coach. The lowest level of sleeping accommodations available on a train.
5. Extra-Fare Train. A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).
6. Lowest First Class. The least expensive first class reserved accommodations available on a ship.

ACCOMMODATIONS, PUBLIC. Any inn, hotel, or other establishment within a State (and the District of Columbia) that provides lodging to transient guests, excluding:

1. An establishment owned by the Federal Government;

2. An establishment treated as an apartment building by State or local law or regulation; or
3. An establishment containing not more than 5 rooms for rent or hire that also is occupied as a residence by the proprietor.

ACTIVE DUTY. Full-time duty in the active service (37 U.S.C. §101(18)) of a Uniformed Service, including full-time training duty, annual training duty, full-time National Guard duty, and attendance, while in the active service, at a school designated as a Service school by law or by the Secretary concerned. (**NOTE:** *A member is on active duty while in a travel status or while on authorized leave.*)

ACTIVE DUTY FOR TRAINING. Full-time training duty in the active military service for the purpose of training members of the Ready Reserve to acquire or maintain required military skills. It includes initial basic training, advanced individual training, annual training duty, and full-time attendance at a school designated as a Service school by law or by the Secretary concerned.

ACTUAL EXPENSE. Payment of authorized actual expenses incurred, up to the limit prescribed by the Administrator of GSA or agency, as appropriate. Entitlement to reimbursement is contingent on entitlement to per diem, and is subject to the same definitions and rules governing per diem.

ACTUAL SUBSISTENCE EXPENSES. The same items as those included under Per Diem Allowance, NOTE 2.

ANNUAL TRAINING DUTY. Active duty required of the Ready Reserve to satisfy the training requirements of the member's annual reserve assignment (See DoD and Service regulations). (**NOTE:** *The primary purpose of annual training is to provide readiness training, but annual training also may support active component missions and requirements; i.e., operational support.*)

APPROVED. The ratification or confirmation of an act already done.

ARMED FORCES. The Army, Navy, Air Force, Marine Corps, and Coast Guard (see 37 U.S.C. §101(4)).

AUTHORIZED. The giving of permission before an act.

AUTHORIZING/ORDER-ISSUING OFFICIAL. The official who directs travel and has responsibility for the funding.

AUTOMATED TELLER MACHINE (ATM) SERVICES. Contractor-provided services that allow cash withdrawals from participating ATMs to be charged to a contractor-issued charge card.

AUTOMOBILE MILEAGE RATES: See **MILEAGE (ALLOWANCE)**.

BAGGAGE. Personal effects of a traveler that are needed in connection with official travel and immediately upon arrival at the point of assignment. Material belonging to the Government may be included. (**NOTE:** *Baggage may accompany a traveler or be transported separately.*)

BAGGAGE, ACCOMPANIED. Baggage that consists of coats, brief cases, suitcases, and similar luggage that accompanies a traveler free under carriers' tariffs on a transportation ticket.

BAGGAGE, HOLD. Unaccompanied baggage that is transported in the hold of a ship.

BAGGAGE, UNACCOMPANIED. That part of a member's prescribed weight allowance of HHG that:

1. isn't carried free on a ticket used for personal travel,
2. ordinarily is transported separately from the major bulk of HHG, and

3. usually is transported by an expedited mode because it's needed immediately or soon after arrival at destination for interim housekeeping pending arrival of the major portion of HHG.

NOTE 1: Unaccompanied baggage in connection with permanent duty and COT/IPCOT travel may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items; collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents. Items such as refrigerators, washing machines, and other major appliances or furniture must not be included in unaccompanied baggage.

NOTE 2: In connection with an extended TDY assignment, unaccompanied baggage is limited to the necessary personal clothing and effects for the individual and equipment directly related to the assignment.

BLANKET TRAVEL ORDER. (Also called *Repeat Travel Order, Unlimited Open Travel Order, or Limited Open Travel Order.*) An order issued to a traveler who regularly and frequently makes trips away from the PDS within certain geographical limits for a specific time period in performance of regularly assigned duties. (Also see *Travel Orders.*)

CALENDAR DAY. The 24 hour period from one midnight to the next midnight. (***NOTE:*** *The calendar day technically begins one second after midnight (reflects as 0001) and ends at midnight (2400).*)

CERTIFICATED AIR CARRIER. See U.S. Flag Air Carrier.

CIRCUITOUS TRAVEL. Travel by a route other than the one that normally would be prescribed by a transportation officer between the places involved.

COMMAND, SPECIFIED. A command with a broad and continuing mission (normally functional). Usually composed of forces from a single military department, established by the President, through the Secretary of Defense with advice from the Chairman, Joint Chiefs of Staff.

COMMAND, UNIFIED. A command with a broad and continuing mission under a single commander, composed of significant assigned components of two or more Military Departments, and established by the President, through the Secretary of Defense with advice from the Chairman, Joint Chiefs of Staff.

COMMANDANT'S PAROLE. The conditional release (parole) from confinement of a prisoner from a disciplinary barracks whose parole the Secretary concerned has approved and whose court-martial sentence hasn't been ordered executed because appellate review of the case hasn't been completed. (***NOTE:*** *The prisoner must remain under the supervision of the Commandant of a U.S. disciplinary barracks.*)

COMMAND SPONSORED DEPENDENT. See ***DEPENDENT, COMMAND SPONSORED.***

COMMERCIAL TRANSPORTER. A transporter operating under the Interstate Commerce Commission Termination Act of 1995 (Public Law 104-88) in interstate commerce or under appropriate State statutes in intrastate commerce.

COMMERCIAL TRAVEL OFFICE (CTO). A commercial activity providing a full range of commercial travel and ticketing services under a contract and/or memorandum of understanding with the Government.

COMMON CARRIER. Private-sector supplier of air, rail, bus, or ship transportation.

CONFERENCE. A meeting, retreat, seminar, symposium or event that involves attendee travel. Also applies to training activities that are conferences under 5 CFR 410.404.

CONSECUTIVE OVERSEAS TOUR (COT). (Also see ***IN PLACE CONSECUTIVE OVERSEAS TOUR.***) The PCS reassignment of a member from one OCONUS PDS to another OCONUS PDS.

CONTINENTAL UNITED STATES (CONUS). The 48 contiguous States and the District of Columbia.

CONTINGENCY OPERATION. A military operation that:

1. is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or
2. results in the call or order to, or retention on, active duty of members of the uniformed services under 10 U.S.C. §688, §12301(a), §12302, §12304, §12305, or §12406; Chapter 15 of title 10, or any other provision of law during a war or during a national emergency declared by the President or Congress.

CONTRACT CARRIERS. U.S. certificated air carriers that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

DEFENSE TABLE OF OFFICIAL DISTANCES (DTOD)

The DoD standard source for worldwide distance information based on city to city distance (*not* zip code to zip code) replacing all other sources used for computing distance (except airplanes). For more information refer to the DTOD website at <http://www.dtod.com>.

DEPARTMENT OF DEFENSE (DOD) COMPONENTS. The Office of the Secretary of Defense (including the organization of the Joint Chiefs of Staff), Defense Nuclear Agency, Defense Communications Agency, Defense Contract Audit Agency, Defense Intelligence Agency, Defense Supply Agency, National Security Agency, Defense Investigative Service, Defense Joint Tactical Communications (TRI-TAC) Office, National Imagery & Mapping Agency, Defense Civil Preparedness Agency, Defense Advanced Research Projects Agency, Department of the Army, Department of the Navy (including the Marine Corps), and Department of the Air Force.

DEPENDENT. Except for transportation to obtain OCONUS medical care (JFTR, par. U5240-G1), any of the following individuals: (*See NOTES.*)

1. a member's spouse;
2. a member's unmarried child under 21 years of age (including an infant born after the effective date of PCS orders when the mother's travel to the new PDS before the child's birth was precluded by Service regulations because of the advanced state of the mother's pregnancy or other medical reason(s) as certified by a medical doctor or for other official reason(s) such as awaiting completion of the school year by other children in the family);
3. a member's unmarried stepchild under 21 years of age (including an illegitimate child of the member's spouse, B-177061/B-177129, December 13, 1974) (**NOTE:** *A stepchild is excluded as a dependent after divorce of the member from the stepchild's parent by blood*);
4. a member's unmarried adopted child under 21 years of age (including a child placed in the home of the member by a placement agency for the purpose of adoption);
5. a member's unmarried illegitimate child under 21 years of age if the member's parentage of the child is established in accordance with criteria prescribed in Service regulations;
6. a member's unmarried child who is 21 but under 23 including step-, adopted, and illegitimate children, enrolled in a full-time course of study in an institution of higher education approved by the Secretary concerned, and is in fact dependent on the member for more than one-half of his/her support;

7. a member's unmarried child 21 or more years of age who is incapable of self-support because of mental or physical incapacity and is, dependent on the member for over one-half of his/her support; (***NOTE: Children under this item include a member's child by blood, a stepchild, an adopted child, a child placed in the home of the member by a placement agency for the purpose of adoption, and an illegitimate child if the member's parentage of the child is established in accordance with criteria prescribed in Service regulations***);

8. for transportation authorized in JFTR, par. U5215-B, a member's unmarried child who traveled at Government expense to an OCONUS PDS incident to the member's assignment there and by reason of age or graduation from (or cessation of enrollment in) an institution of higher education, otherwise would cease to be a dependent of the member, while the member is serving at an OCONUS PDS;

9. a member's and/or spouse's parent, stepparent, parent by adoption, or any other person (including a former stepparent) who has stood in loco parentis to the member at any time for a continuous period of at least 5 years before the member became 21 years of age who:

a. is, in fact, dependent on the member for more than one half of his/her support and has been so dependent for a period prescribed by the Secretary concerned; or

b. became so dependent due to a change of circumstances arising after the member entered on active duty and the dependency of the parent on the member is determined on the basis of an affidavit submitted by the parent and any other evidence required under regulations prescribed by the Secretary concerned;

10. for return transportation to CONUS, the former spouse and/or dependents or former dependent children of a member when such dependents or former dependents are located OCONUS, even though the marital relationship with the member was terminated by divorce or annulment before the member was eligible for return transportation. (See JFTR, par. U5240-E.)

11. for a determination of dependency made on or after 1 July 1994, an unmarried person who:

a. is placed in the legal custody of the member as a result of an order of a court of competent jurisdiction in the United States (or Puerto Rico or a possession of the United States) for a period of at least 12 months; and

(1) hasn't attained the age of 21, or

(2) hasn't attained the age of 23 years and is enrolled in a full time course of study at an institution of higher learning approved by the Secretary concerned, or

(3) is incapable of self support because of a mental or physical incapacity that occurred while the person was a dependent of the member or former member under item 1 or 2, and

b. is dependent on the member for over one-half of his/her support, as prescribed in regulations of the Secretary concerned; and

c. resides with the member unless separated by the necessity of military service or to receive institutional care as a result of disability, incapacitation, or such other circumstances as the Secretary concerned may by regulation prescribe; and

d. isn't a dependent of a member under any other paragraph.

NOTE: Exception. For entitlement purposes under JFTR:

1. *the spouse of a member, who also is a member on active duty, isn't a dependent except for purposes of travel between the port of overhaul, inactivation or construction, and the homeport as authorized in par. U7115-A, or for transportation for survivors of a deceased member authorized in par. U5242-A1;*
2. *a child isn't a dependent of both a mother and father who are members on active duty (i.e., only 1 member may receive allowances on behalf of the child);*
3. *a member may not be paid allowances on behalf of a dependent for any period during which dependent is entitled to basic pay IAW 37 U.S.C. §204.*

DEPENDENT, ACQUIRED. A dependent acquired through marriage, adoption, or other action during the course of the current tour of assigned duty. (**NOTE:** *The term doesn't include persons dependent, or children born of a marriage that existed, before the beginning of a current tour.*)

DEPENDENT, COMMAND SPONSORED. (*Also see DEPENDENT*) Dependent(s) residing with a member at an OCONUS location where an accompanied-by-dependents tour is authorized, the member is authorized to serve that tour, and who meet the following conditions:

1. is eligible to travel to the member's PDS incident to the PCS orders (Except for acquired dependents and children born after the effective date of PCS orders.),
2. is authorized by the appropriate authority to be at the member's PDS, and
3. the member is entitled to station allowances at the with-dependents rate on behalf of the dependent(s) as a result of their residence in the vicinity of the member's PDS. See DODD 1315.7 (Military Personnel Assignments) for DoD Services and/or Service regulations for dependent command sponsorship criteria (see par. U1010-B13).

DEPENDENT RESTRICTED TOUR. An established tour at an OCONUS PDS that doesn't permit command sponsored dependents. Also referred to as unaccompanied hardship OCONUS tour or remote tour.

DESIGNATED PLACE. Except as used in JFTR, Chapter 6 (Evacuation Allowances):

1. a place in the United States, Commonwealths of Puerto Rico, and the Northern Mariana Islands, Guam, or any territory or possession of the United States;
2. the OCONUS place to which dependents are specifically authorized to travel under JFTR, par. U5222-D1, when a member is ordered to an unaccompanied or dependent restricted tour, as applicable (**NOTE:** *Limited to the native country of foreign born dependents for DoD Services and Coast Guard*);
3. the OCONUS place at which a member is scheduled to serve an accompanied tour after completing an unaccompanied or dependent restricted tour, as applicable, and to which dependents specifically are authorized to travel under JFTR, par. U5222-C4, D1 or F3;
4. the OCONUS place in the vicinity of the old PDS at which dependents remain under the provisions of JFTR, par. U5222-F3, while a member serves a dependent restricted or unaccompanied tour.

NOTE 1: *To receive entitlements associated with designated place moves, the member must certify that the designated place is the place at which the dependents intend to establish a bona fide residence until further dependents' transportation is authorized at Government expense.*

NOTE 2: *For definition of "designated place" as used in JFTR, Chapter 6 (Evacuation Allowances), see pars. U6002-A and U6051-A.*

DETACHMENT. A part of a unit separated from its main organization for duty elsewhere, or a temporary military or naval unit formed from other units or parts of units.

DISCOUNT GOVERNMENT MEAL RATE. The daily rate charged for meals in a Government dining facility minus the operating cost. See definition of "Government Meal Rate" for current rates.

DISTANCE. As applicable for the Defense Table of Official Distance:

SHORTEST—Routes a driver takes to minimize total distance traveled while still following a truck-navigable route. Used in most cases to calculate HHG distances.

PRACTICAL—Routes a driver ordinarily would take to minimize time and cost. Practical routes model the trade-off between taking the most direct path versus staying on major, high-quality highways. Interstate highways are given a higher priority than secondary highways. Practical routes consider distance, road quality, terrain, urban/rural classifications, and designated principal and secondary through routes. Used to calculate travel distances.

DUTY STATIONS. For the purpose of entitlement to HHG and mobile home transportation and storage:

1. the home of a member at the time of
 - a. appointment to regular Service from civilian life or a reserve component;
 - b. being called to active duty or active duty for training for 20 or more weeks;
 - c. being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability);
 - d. enlistment or induction into the Service (regular or during emergency);
2. the place at which a member actually is assigned for duty, including a place from which the member commutes daily to an assigned station or, for members on sea duty, the homeport of the vessel or mobile unit to which the member is assigned;
3. the place where a vessel is being built or being fitted out is a shore duty station until the date of commissioning, at which time the homeport assigned to such vessel is the new station;
4. the home of a member upon:
 - a. retirement;
 - b. transfer to a Reserve Component, the Fleet Reserve, or the Fleet Marine Corps Reserve;
 - c. release from active duty;
 - d. discharge, resignation, or separation, all under honorable conditions; or
 - e. temporary disability retirement.

EFFECTIVE DATE OF PCS ORDERS.

1. For members being separated or retired, the last day of active duty. (See below for Reservists being separated.)

2. For all others, including Reservists being separated and recalled retired members who continue in an active duty status during the time allowed for return travel home, the date the member is required to begin travel from the old PDS, the member's home, PLEAD, last TDY station, or designated place, whichever applies, to arrive at the new PDS, home, or PLEAD, on the date authorized by the transportation mode authorized and/or used.

NOTE: *The following are examples of computing the effective date of orders:*

EXAMPLE 1

Member ordered to make a PCS is required to report to the new PDS on 10 June. The member travels by POC and is authorized 7 days travel time.

Authorized and actual reporting date	10 June
Less 7 days travel time actually used	3 June
Add 1 day	4 June
Effective date of PCS order	4 June

EXAMPLE 2

Member ordered to make a PCS is required to report to the new PDS on 10 June. The member anticipates that the official distance of 2100 miles shall be traveled by POC. The member changes plans and travels by air. The member reports in on 9 June.

Authorized reporting date	10 June
Actual reporting date	9 June
Less 1 day travel time	8 June
Add 1 day	9 June
Effective date of PCS order	9 June

EMPLOYEE. An individual:

1. Employed by an agency, regardless of status or rank;
2. employed intermittently as an expert or consultant and paid on a daily WAE basis.
3. serving without pay or at \$1 a year (5 U.S.C. §5701(2)) (also referred to as "invitational traveler").

EXPEDITED TRANSPORTATION MODE. A common carrier-operated transportation service for the accelerated or protected movement of HHG between specified points.

FAMILY. *See DEPENDENT.*

FEDERAL TRAVEL REGULATION. Regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirements and Executive branch policies for travel by Federal civilian employees and others authorized to travel in the manner of civilian employees at Government expense.

FIELD DUTY. All duty serving with troops participating in maneuvers, war games, field exercises, or similar types of operations, during which:

1. the individual is subsisted in a Government mess or with an organization drawing field rations, and is provided Government quarters or is quartered in accommodations normally associated with field exercises

(NOTE: Everything ordinarily covered by per diem is furnished without charge, except that officer members are required to pay for rations at the discounted meal rate (basic meal rate).), or

2. students are participating in survival training, forage for subsistence, and improvise shelter.

(NOTE: Members furnished quarters and subsistence obtained by contract are performing field duty when so declared by competent official.)

FOREIGN AIR CARRIER. An air carrier that doesn't hold a certificate issued by the United States under 49 U.S.C. §41102.

FOREIGN AREA AND/OR COUNTRY. *(Also see NON-FOREIGN AREA.)* Any area, including the Trust Territory of the Pacific Islands, that is neither in CONUS nor in a non-foreign area.

FORMER CANAL ZONE AREA. Areas and installations in the Republic of Panama made available to the U.S. under the Panama Canal Treaty of 1977 and related agreements as described in section 3(a) of the Panama Canal Act of 1979.

GEOGRAPHICAL LOCALITY. The contiguous political area of a single country or a related island group in the same region.

***NOTE 1:** Widely dispersed noncontiguous subdivisions of the same country are separate geographical localities. For example: the United Kingdom (including England, Wales, Scotland, and Northern Ireland) is a geographical locality and Ireland (Republic of) is a separate geographical locality; France and Germany are separate geographical localities; Portugal and the Azores are separate geographical localities; the Philippine Islands are the same geographical locality. Japan, including its separate island components, with the exception of the Ryukyu Islands, is a single geographical locality. The Ryukyu Islands (including Okinawa) are a separate geographical locality. With regard to the United States, CONUS is a single geographical locality, but the states of Hawaii and Alaska, and each United States territory or possession are separate geographical localities.*

***NOTE 2:** When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.*

GOVERNMENT. The Government of the United States and the Government of the District of Columbia.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT CONTRACTOR-ISSUED INDIVIDUALLY BILLED CHARGE CARD. A Government contractor-issued charge card used by authorized individuals to pay for official travel and transportation related expenses for which the contractor bills the traveler.

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. *(NOTE: A Government-owned ship totally leased for commercial operation or a rental vehicle as referred to in JFTR, par. U5320-E (DITY moves) isn't a Government conveyance (52 Comp. Gen. 936 (1973)).*

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by nonappropriated fund

instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used by or made available to the member includes:

1. a general or Service organizational mess, including messing facilities of a state-owned National Guard Camp (*NOTE: A dining facility/mess established and operated primarily for enlisted member subsistence isn't included for officers unless the mess is used by or made available to them.*);
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. box lunches, in flight meals, or rations furnished by the Government on military aircraft.

(NOTE: In-flight snack meals purchased at the member's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) aren't meals furnished by a Government dining facility/mess.)

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. owned by an agency;
2. assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. leased by the Government for 60 days or longer from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

GOVERNMENT MEAL RATE. The daily rate (discount or standard) charged for meals in a Government dining facility.

Effective 1 October 1998

1. Discount Government Meal Rate: \$6.15 per day
2. Standard Government Meal Rate: \$7.50 per day

GOVERNMENT MESS. See *GOVERNMENT DINING FACILITY/GOVERNMENT MESS*.

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

1. Sleeping accommodation owned, operated, or leased by the U.S. Government;
2. lodgings or other quarters obtained by U.S. Government contract;
3. quarters in a state-owned National Guard camp;
4. sleeping facilities in a National Guard armory when these facilities actually are used or competent authority for annual or year-round annual training directs their use even though not used;
5. temporary lodging facilities as defined in this Appendix;
6. permanent lodging facilities on a U.S. installation, owned and operated by private corporation, if the use of these facilities is directed by Service regulations;

7. family-type housing owned or leased by the U.S. Government.

NOTE 1: Government quarters include guest houses, officers clubs, operations hotels, bachelor officers quarters, visiting officers quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant on a Navy Mine Defense Laboratory offshore platform. Also included are family type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.

NOTE 2: Standards of adequacy are prescribed by the Office, Secretary of Defense, and implemented by appropriate Service regulations.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (Also see **GOVERNMENT CONVEYANCE**.)

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

GROUP TRAVEL. A movement either on PCS or on TDY of three or more travelers in a group for which transportation is furnished by the Government from one point of origin to a single destination under one order specifically designated by the order-issuing official as a "group travel order." (**NOTE:** A group travel status may be designated between any points en route, provided that the order specifically indicates the points between which a group travel status applies.)

HOME OF RECORD (HOR). The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

NOTE 1: The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.

NOTE 2: Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service wasn't in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.

NOTE 3: An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place where then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.

HOME OF SELECTION (HOS). The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions stated in JFTR, par. U5130-A1.

HOUSEHOLD GOODS (HHG). Items (except those listed in B and the **NOTE**) associated with the home and all personal effects belonging to a member and dependents on the effective date of the member's PCS or TDY orders that legally may be accepted and transported by an authorized commercial transporter.

1. HHG also include:
 - a. PBP&E not needed for the performance of official duties at the next or a later destination;

- b. spare parts for a POV (see definition in this Appendix) and a pickup tailgate when removed;
- c. integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
- d. consumable goods for members ordered to locations listed in Appendix F;
- e. vehicles other than POVs (such as motorcycles, mopeds, jet skis, snowmobiles, and their associated trailers, and golf carts), and
- f. boats.

2. HHG don't include:

- a. personal baggage when carried free on tickets;
- b. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
- c. live animals including birds, fish and reptiles;
- d. articles that otherwise would qualify as HHG but are acquired after the effective date of PCS orders, except:
 - (1) bona fide replacements of articles that have become inadequate, worn out, broken, or unserviceable on or after the effective date of orders, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the United States for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
 - (2) replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
- e. cordwood and building materials (B-133751, November 1, 1957 and B-180439, September 13, 1974);
- f. HHG for resale, disposal or commercial use rather than for use by the member and dependents; and
- g. privately owned live ammunition (B-130583, May 8, 1957).

NOTE: Local laws or carrier regulations may prohibit commercial transportation of certain articles not included in B. These articles frequently include:

- a. *property liable to impregnate or otherwise damage equipment or other property (e.g., hazardous articles including explosives, flammable and corrosive materials, poisons);*
- b. *articles that can't be taken from the premises without damage to the article or the premises;*
- c. *perishable articles (including frozen foods), articles requiring refrigeration, or perishable plants unless:*
 - (1) *delivery is to be accomplished within 24 hours from the time of loading,*
 - (2) *no storage is required, and*

(3) *no preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.*

HOUSEHOLD GOODS TRANSPORTATION. *See TRANSPORTATION, HHG.*

INACTIVE DUTY TRAINING.

1. Inactive duty that is:
 - a. duty prescribed for members of a Reserve component by the Secretary concerned, or
 - b. special additional duty authorized for members of a Reserve component by an authority designated by the Secretary concerned and performed by them on a voluntary basis in connection with prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in A above, when performed by members of the National Guard, including:
 - a. unit training assemblies;
 - b. training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

NOTE 1: *This term doesn't include work or study for a correspondence course of a uniformed service.*

NOTE 2: *For pay purposes, inactive duty training must be performed under orders, cover a specific assignment, and have a prescribed time limit.*

INITIAL ACTIVE DUTY TRAINING. The initial active duty training of a non-prior service enlistee, that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT). A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. (**NOTE:** *The effective date of an IPCOT order is the first day of duty on the new tour. No PCS movement is involved.*)

INVITATIONAL TRAVEL. *See TRAVEL, INVITATIONAL.*

INVOLUNTARILY SEPARATED. Members denied reenlistment or involuntarily discharged under other than adverse conditions as those conditions are characterized by the Secretary concerned, for a member of the Army, Navy, Air Force, or Marine Corps who was on active duty or full time National Guard duty on 30 September 1990, and for a member of the Coast Guard who was on active duty after 30 September 1994.

NOTE 1: *Whether or not a discharge is under adverse conditions for DoD personnel is determined by referring to the reasons for separation as well as the character of the member's service. This is determined in accordance with DoD Directive 1332.14 for enlisted members and DoD Directive 1332.30 for officers, and in appropriate Coast Guard directives for Coast Guard personnel.*

NOTE 2: *To qualify for transition benefits, a member must be separated involuntarily:*

1. *under honorable conditions and,*
2. *for enlisted members, not for reasons of misconduct, separation in lieu of court-martial, or for other reasons established by the military department concerned for which service normally is characterized as under other than honorable conditions, or*

3. *for officers, not for resignation in lieu of trial by court-martial, or misconduct or moral or professional dereliction if the discharge could be characterized as under other than honorable conditions.*

Each Secretary concerned, without further delegation, may designate certain categories of involuntary retirements as also eligible.

ITINERARY, VARIATION IN. A change in routing of travel or points of TDY in connection with official business, justified by the mission's nature and requirements.

KEY BILLET. An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States' presence in that area. (***NOTE: Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary concerned.***)

LAST DUTY STATION. For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) where the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

LOCAL MOVE. As used in Chapter 4, Part G, and Chapter 5, Part D, a move

1. involving HHG drayage or shipment for a short distance between residences ;
2. to or from a NTS facility in the area of the member's PDS;
3. in the area of the member's last PDS when the member is authorized a final move during a separation or retirement;
4. incident to reassignment or PCS to a new PDS near the old PDS;
5. between residences within a metropolitan area; or
6. not during a PCS, a move between residences within the daily commuting distance of the PDS.

NOTE: A local move of HHG includes necessary packing, crating, hauling, unpacking and uncrating .

LOCALITY RATES. Maximum per diem rates prescribed for specific localities.

LODGINGS-PLUS PER DIEM SYSTEM. The method of computing per diem allowances for official travel. The per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which doesn't exceed the applicable maximum per diem rate for the location concerned.

MEMBER (UNIFORMED SERVICES). A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. (***NOTE: "Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.***)

MILEAGE (ALLOWANCE). A rate per mile in lieu of reimbursement of actual expenses of operation of a POC or in connection with movement of a mobile home. Effective 8 September 1998, mileage allowance rates are:

1. privately owned automobile \$0.325,
2. privately owned motorcycle \$0.26, and
3. privately owned airplane \$0.88.

MISSING STATUS. The absence status of a member who is officially carried or determined to be:

1. missing;
2. missing in action;
3. interned in a foreign country;
4. captured, beleaguered, or besieged by a hostile force; or
5. involuntarily detained in a foreign country.

MIXED MODES, TRANSPORTATION. Travel using two or more of the following modes:

1. Personally-procured commercial transportation,
2. POC (including on a PCS, a rental vehicle procured at personal expense),
3. Government-procured commercial transportation,
4. Government transportation.

MOBILE HOME. A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately-owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member or the members' dependents.

NONCOMMAND SPONSORED DEPENDENT. Dependents not authorized/approved to reside with a member at an OCONUS location.

NONFOREIGN OCONUS AREA. The states of Alaska and Hawaii; the Commonwealths of Puerto Rico and the Northern Mariana Islands; American Samoa; Baker Island; Guam, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands; Navassa Island, Palmyra Atoll, the Virgin Islands and Wake Island. **(NOTE: The Trust Territories of the Pacific Islands aren't included.)**

NONTEMPORARY STORAGE (NTS) OF HHG. Long term storage of HHG in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, storage, and other directly related necessary services.

OCONUS. Outside CONUS.

OFFICER. A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

OFFICIAL STATION. See **PERMANENT DUTY STATION**.

OPEN MESS. A nonappropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

ORDER-ISSUING OFFICIAL. See **AUTHORIZING/ORDER-ISSUING OFFICIAL**.

OVERSEAS. See **OCONUS**.

PER DIEM ALLOWANCE. *Also referred to as Subsistence Allowance.* A daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses.

NOTE 1: *Per diem is not transportation expenses and other miscellaneous travel expenses.*

NOTE 2: *Per diem allowance covers all charges, including taxes and service charges where applicable, for the following types of expenses:*

1. **Lodging.** *Expenses for overnight sleeping facilities; (including Government quarters); baths; personal use of the room during daytime; telephone access fee; and service charges for fans, air conditioners, heaters, and fires, furnished in rooms when such charges aren't included in the room rate. (NOTE: "Lodging" doesn't include expenses for accommodations on airplanes, trains, buses, or ships. An accommodation furnished aboard common carriers is a transportation cost and isn't covered by per diem.)*
2. **Meals.** *Expenses for breakfast, lunch, dinner, and related taxes and tips. (NOTE: specifically excluded are alcoholic beverages, entertainment expenses, and any expenses incurred for other persons).*
3. **Incidental Expenses include:**
 - a. *Fees and tips to porters, baggage persons in hotels, bellhops, hotel maids, stewards or stewardesses and others on vessels, and hotel servants in foreign countries (see par. U3610-C for reimbursement of fees and tips incurred at transportation terminals);*
 - b. *transportation (including usual tips) between places of lodging or business and places where meals are taken unless otherwise provided.*
 - c. *laundry, cleaning and pressing of clothing; and*
 - d. *mailing costs for filing travel vouchers and payment of Government travel charge card billings;*

PER DIEM, REDUCED. *See REDUCED PER DIEM.*

PERMANENT CHANGE OF STATION (PCS). In general, the assignment, detail, or transfer of a member or unit to a different PDS under competent orders that don't specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

- 1 (for the purpose of DLA), relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities;
2. a change in the homeport of a vessel or mobile unit;
3. change from home or from the PLEAD to the first PDS upon:
 - a. appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
 - b. call to active duty for 20 or more weeks or call to active duty for training (see par. U2145-C and D for exceptions) for 20 or more weeks;
 - c. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
 - d. enlistment or induction into the Service (regular or during emergency); and

e. change from the last PDS to home upon:

- (1) discharge, resignation, or separation from the Service under honorable conditions;
- (2) release from active duty that called for 20 or more weeks or from active duty for training that called for 20 or more weeks;
- (3) transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
- (4) retirement; and
- (5) temporary disability retirement.

PERMANENT (DUTY) STATION (PDS). *(Also called OFFICIAL STATION.)* The post of duty or official station, including a ship (for the purpose of personal travel and transportation of member's unaccompanied baggage located on board the ship). It is the homeport of a ship or of a ship-based staff to which a member is assigned or attached for duty other than TDY is the PDS for (dependents' transportation, and transportation of HHG, mobile homes, and/or POVs, and geographically-based station allowances..

NOTE 1: *The limits of the post of duty or official station are the ship (for the specified purposes), or the corporate limits of the city or town in which the member is stationed. If the member isn't stationed on a ship or in an incorporated city or town, the official station limits are the reservation, station, or established area, or, in the case of large reservations, an established subdivision thereof having definite boundaries, within which the designated post of duty is located.*

NOTE 2: *When a member is ordered to attend a course (or courses) of instruction at a school or installation the scheduled duration of which is 140 or more days (20 or more weeks), the location of the school or installation is the PDS regardless of the terms of the orders involved, except when the course is authorized as TDY under par. U2145-D. See par. U2145-C for examples of scheduled duration and extensions.*

The following are PDSs for transportation and storage of HHG and mobile homes:

1. the home of a member at the time of:
 - a. appointment to regular Service from civilian life or from a reserve component;
 - b. being called to active duty for 20 or more weeks or being called to active duty for training for 20 or more weeks;
 - c. being recalled from the Fleet Reserve or Fleet Marine Corps Reserve, or recalled from retirement (including temporary disability); or
 - d. enlistment or induction into the Service (regular or during emergency);
2. the place to which a member actually is assigned for duty, including a place from which the member commutes daily to the assigned station. For members on sea duty, it's the homeport of the ship or mobile unit to which the member is assigned (except as noted in the basic definition);
3. the place where a vessel is being built or being fitted out is a shore duty station until the date of commissioning, at which time the homeport assigned to such vessel is the new station;
4. the home of the member upon:
 - a. retirement;

- b. transfer to a Reserve component, the Fleet Reserve, or the Fleet Marine Corps Reserve;
- c. release from active duty;
- d. discharge, resignation, or separation, all under honorable conditions; or
- e. temporary disability retirement.

PERMANENT DUTY TRAVEL. PCS and COT/IPCOT travel.

PLACE FROM WHICH CALLED (OR ORDERED) TO ACTIVE DUTY (PLEAD).

1. The place of acceptance in current enlistment, commission, or appointment of members of the regular Services, or of members of the Reserve components when enlisted, commissioned, or appointed for immediate active duty. For an inductee, it's the location of the local Selective Service Board to which the individual first reported for delivery to the induction station.
2. In the case of a Reservist who isn't enlisted, commissioned, or appointed for immediate active duty, the place to which orders to active duty are addressed.
3. Effective 1 January 1983: In the case of a non-prior service midshipman or cadet at a Service academy or a civilian college or university, the place where the member attains a military status or where the member enters the Service. (**NOTE:** *Generally this is the academic institution and not the member's HOR (60 Comp. Gen. 142 (1980)).*)

NOTE: *The PLEAD changes only if there is a break in service exceeding one full day, in which case it is the place of entry into the new period of service.*

PLACE OF PUBLIC ACCOMMODATION. *See ACCOMMODATIONS, PUBLIC.*

PLACE OF STORAGE. Residence or authorized storage location.

PORT CALL. Official notification or instructions that require a traveler to report for transoceanic transportation; it designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and other instructions relevant to the transportation arrangements.

PORT OF DEBARKATION.

1. Travel by air: the destination airport at which the traveler leaves an international/transoceanic flight.
2. Travel by ship: the place at which the traveler leaves a ship after the journey of 24 or more hours.

PORT OF EMBARKATION.

1. Travel by air: the airport at which the traveler boards an international/transoceanic flight.
2. Travel by ship: the place at which the traveler boards a ship for a journey of 24 or more hours.

POSSESSIONS OF THE UNITED STATES. *See TERRITORIES AND POSSESSIONS OF THE UNITED STATES.*

POST OF DUTY. *See PDS.*

PRIVATELY OWNED AIRCRAFT. An aircraft that is owned or leased for personal use. It isn't owned, leased, chartered, or rented by a Government agency, nor is it rented or leased for use in carrying out official Government business.

PRIVATELY OWNED AUTOMOBILE (POA). A car or light truck (including vans and pickup trucks) that is owned or leased for personal use by an individual.

PRIVATELY OWNED CONVEYANCE (POC). Unless otherwise qualified, any transportation mode actually used for the movement of persons from place to place. (***NOTE: A common carrier, or a conveyance owned by the Government, is never a POC.***) A conveyance loaned for a charge to, or rented at personal expense by, a member for transportation on PCS or TDY, when such rental conveyance hasn't been authorized/approved as a Special Conveyance as provided for in JFTR, Chapter 3, par. U3415 is a POC.

PRIVATELY OWNED (MOTOR) VEHICLE (POV).

1. Any motor vehicle owned by, or on a long-term lease (12 or more months) to, a member or a dependent of the member for the primary purpose of providing personal transportation that:

- a. is self-propelled;
- b. is licensed to travel on the public highways;
- c. is designed to carry passengers or HHG; and
- d. has four or more wheels; or at a member's option, is a motorcycle or moped, if the member doesn't ship a vehicle with four or more wheels on the same orders.

2. As used in Chapter 6, a POV is a motor vehicle that is owned by the member (or a dependent of the member) and is for the personal use of the member or the member's dependents.

NOTE 1: In the case of a leased vehicle, the member must provide written authority from the leasing company to have the vehicle transported to the new PDS, designated place, or other authorized destination. All requirements stated in the lease are the responsibility of the member.

NOTE 2: A trailer, airplane, or any vehicle intended for commercial use isn't a POV.

PROCEED TIME. A period of time that a member is authorized, by Service regulations, to delay in the execution of travel orders.

PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E). Articles of HHG in a member's possession needed for the performance of official duties at the next or a later destination. Examples include:

1. reference material;
2. instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
3. specialized clothing such as diving suits, astronauts' suits, flying suits and helmets, band uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;
4. communication equipment used by members in association with the MARS (see DODD 4650.2);
5. individually owned or specially issued field clothing and equipment; and

6. an official award given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society or organization or a U.S. or foreign Government for significant contributions by the member in connection with official duties. Excluded from PBP&E are:

- a. sports equipment, and
- b. office, household, or shop fixtures or furniture (such as bookcases, study desks, file cabinets, and racks) of any kind even though used in connection with the PBP&E.

REDUCED PER DIEM. Per diem rate that is reduced when authorized by an agency when there are known reductions in lodging and meal costs or when the subsistence costs can be determined in advance and are lower than the prescribed per diem rate.

REPEAT TRAVEL ORDERS. *See BLANKET TRAVEL ORDERS.*

RESERVE COMPONENT:

- 1. The Army National Guard of the United States,
- 2. the Army Reserve,
- 3. the Naval Reserve,
- 4. the Marine Corps Reserve,
- 5. the Air National Guard of the United States,
- 6. the Air Force Reserve,
- 7. the Coast Guard Reserve, and
- 8. the Reserve Corps of the Public Health Service.

RESIDENCE-TYPE QUARTERS. Quarters that aren't hotel or hotel-like accommodations.

SECRETARIAL PROCESS. Action by the Secretary concerned or the Secretary's designated representative.

SECRETARY CONCERNED. As defined in 37 U.S.C. §101(5):

- 1. the Secretary of the Army, with respect to matters concerning the Army;
- 2. the Secretary of the Navy, with respect to matters concerning the Navy, the Marine Corps, and the Coast Guard when it is operating as a service in the Navy;
- 3. the Secretary of the Air Force, with respect to matters concerning the Air Force;
- 4. the Secretary of Transportation, with respect to matters concerning the Coast Guard when it isn't operating as a service in the Navy;
- 5. the Secretary of Commerce, with respect to matters concerning the National Oceanic and Atmospheric Administration; and
- 6. the Secretary of Health and Human Services, with respect to matters concerning the Public Health Service.

SEPARATED FROM THE SERVICE. Unless otherwise qualified, all separations except relief from active duty, placement on the TDRL, retirement, or transfer to the Fleet Reserve or Fleet Marine Corps Reserve.

SERVICES. *See UNIFORMED SERVICES.*

SPARE PARTS FOR A POV. Extra tires, wheels, tire chains, tools, battery chargers, accessories, and those small and usually-possessed parts or replacements used for repair and replacement of identical parts subject to normal use and wear (such as extra spark plugs, radiator hoses, fan belts, filters, gaskets, tune-up and repair kits). Also included are items that serve a seasonal, an emergency, or a convenience purpose, such as special seats and beds for children, bottle warmers and similar conveniences, snow and ice removal equipment, auxiliary heaters, and storage boxes.

SPECIAL CONVEYANCE. Commercially rented or hired vehicles other than a POC and other than those owned or under contract to an agency.

SPECIAL NEEDS. Physical characteristics of a traveler not necessarily defined under disability. Such physical characteristics could include the weight or height of the traveler, and similar characteristics.

STANDARD CONUS RATE. The per diem rate prescribed for any CONUS location that isn't included in one of the defined localities or areas specified in JFTR/JTR, Appendix D.

STANDARD GOVERNMENT MEAL RATE. See definition of "Government The daily rate charged for meals in a Government dining facility including the operating cost Meal Rate" for current rates.

SUBSISTENCE EXPENSES. *See PER DIEM ALLOWANCE.*

SUBSISTING OUT. The nonleave status of an outpatient medically unable to return to duty who is no longer assigned a bed because continuing treatment doesn't require one.

TEMPORARY DUTY (TDY).

1. Duty at one or more locations, away from the PDS, under orders providing for further assignment, or pending further assignment, to return to the old PDS or to proceed to a new PDS.
2. That period spent at a location while processing for separation from the Service, release from active duty, placement on the TDRL, or retirement, when the last PDS is different from the location where processing is accomplished.

TEMPORARY DUTY (TDY) LOCATION. *See TEMPORARY DUTY STATION.*

TEMPORARY DUTY (TDY) STATION. A place, away from the PDS, to which the traveler is authorized to travel.

TEMPORARY DUTY (TDY) TRAVEL. Travel to one or more places away from a PDS to perform duties for a period of time and, upon completion of assignment, return or proceed to a PDS.

TEMPORARY LODGING FACILITIES. Specifically identified interim housing facilities operated by the services to provide short term housing accommodations, that a cash charge is levied without direct charge against the quarters allowances of the occupants. They include guesthouses, except transient visiting officer quarters occupied by official visitors to the installation. (***NOTE: They don't include facilities used primarily for rest and recuperation purposes, or unaccompanied officer and enlisted quarters.***)

TERRITORIES AND POSSESSIONS OF THE UNITED STATES. (As released by the Office of the Geographer and Global Issues, July 1, 1997.)

1. Commonwealth of the Northern Mariana Islands

2. Commonwealth of Puerto Rico
3. American Samoa
4. Baker Island
5. Guam
6. Howland Island
7. Jarvis Island
8. Johnston Atoll
9. Kingman Reef
10. Midway Islands
11. Navassa Island
12. Palmyra Atoll
13. Virgin Islands
14. Wake Island

TERRITORY OF THE UNITED STATES. *Also see TERRITORIES AND POSSESSIONS OF THE UNITED STATES.* An incorporated or unincorporated territory over which the United States exercises sovereignty, an area at times referred to as a dependent area or possession, and other areas subject to jurisdiction of the United States.

NOTE: *"Incorporated" territories refer to any areas that Congress has "incorporated" into the United States by making the Constitution applicable thereto. "Unincorporated" territories refer to any territories to which the Constitution hasn't been expressly and fully extended.*

TRANSOCEANIC TRAVEL. Travel that, if performed by surface means of commercial transportation over a usually traveled route, requires the use of oceangoing ships.

TRANSPORTATION. The means of moving people or things (particularly HHG) from one place to another.

TRANSPORTATION EXPENSES. The costs related to transportation.

TRANSPORTATION, HHG. The shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of HHG at Government expense. (***NOTE:*** *Includes special technical servicing to prepare household appliances for safe transport and use at destination (not connecting or disconnecting.)*)

TRANSPORTATION, POV. Transportation by vessel, including port-handling charges, to, from, and between OCONUS ports.

NOTE 1: *The term doesn't include land transportation to or from such ports, except when transportation of POV is authorized by 37 U.S.C. §554 and is in accordance with Service regulations.*

NOTE 2: *Customs and other fees and charges required to effect entry of a POV into a country aren't part of transportation. They are the member's responsibility.*

TRANSPORTATION REQUEST. A written request of the United States Government to procure, from a common carrier, transportation, accommodations, or other services chargeable to the Government, in connection with official travel. (*NOTE: GTRs may be issued and used only for official travel. They must not be issued or used for personal travel on a reimbursable basis.*)

TRAVEL. The term “travel” relates to movement of persons from place to place and includes entitlement to the use of quarters facilities, allowances, and certain transportation and reimbursable expenses incidental to travel, subject to conditions and limitations in this Volume.

TRAVEL ADVANCE. Prepayment of estimated travel expense.

TRAVEL AUTHORIZATION (ORDERS). *See Travel Orders.*

TRAVEL CLAIM (VOUCHER). A written request supported by documentation and receipts where applicable, for reimbursement of expenses incurred in the performance of any official travel.

TRAVEL, INVITATIONAL. Authorized travel of individuals either not employed, or employed (under 5 U.S.C. §5703) intermittently in the Government’s service as consultants or experts and paid on a daily when-actually-employed basis. It’s also used for individuals serving without pay or at \$1 a year when they’re acting in a capacity directly related to, or in connection with, official Government activities. Travel allowances authorized for such persons are the same as those ordinarily authorized for civilian employees in connection with TDY (see JTR).

TRAVEL MANAGEMENT SYSTEM (TMS). A system to arrange travel services for Federal travelers on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, CTO, and an electronic travel management system or other commercial method of arranging travel.

TRAVEL, OFFICIAL. Authorized travel and assignment solely in connection with business of the DoD or the Government.

NOTE 1: Official travel may be performed within or in the vicinity of a PDS; to or from the actual residence; to, from, or between PDSs; and to, from, at, and between TDY assignment locations.

NOTE 2: Travel and delays for personal reasons or convenience, by circuitous route, by transportation modes other than authorized/approved, for additional distances, or to places in connection with personal business isn’t official travel. Nonofficial travel status affects allowances, reimbursements, and pay status.

TRAVEL ORDERS. A written instrument issued or approved by person(s) to whom authority has been delegated directing a member or group of members to travel. There are four basic types of orders:

1. **Unlimited Open.** An authorization allowing a member to travel on official business without further authorization for a specified period of time.
2. **Limited Open.** An authorization allowing a member to travel on official business without further authorization under certain specific conditions, i.e., travel to specific geographic area(s) for specific purpose(s), subject to trip cost ceilings, or for specific periods of time.
3. **Repeat.** An authorization allowing a member to travel on official business without further authorization to a specific destination for a specified period of time.
4. **Trip-by-trip.** An authorization allowing an individual or group of individuals to take one or more specific official business trips, that must include specific purpose, itinerary, and estimated costs.

TRAVEL STATUS. The member’s status for the elapsed period of time from the beginning to the end of official travel in compliance with the authority in a travel order, including time en route waiting for transportation connections and delays en route beyond the control of the traveler. (*NOTE: See par. U2200 for more detail.*)

UNACCOMPANIED BAGGAGE. *See BAGGAGE, UNACCOMPANIED.*

UNACCOMPANIED MEMBER. A member whose dependents haven't accompanied the member or have accompanied the member at personal expense and aren't command sponsored.

UNIFORMED SERVICES. The Army, Navy, Air Force, Marine Corps, Coast Guard, National Oceanic and Atmospheric Administration Corps, and Public Health Service.

UNIT. A military element whose structure is prescribed by competent authority, such as in a table of organization and equipment.

UNITED STATES. The 50 states and the District of Columbia.

U.S. FLAG AIR CARRIER. A U.S. flag air carrier that holds a certificate under 49 U.S.C. §41102 and that is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations (CFR) when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

U.S. INSTALLATION. A base, post, yard, camp or station:

1. under the local command of a uniformed service,
2. with permanent or semi-permanent-type troop shelters and a Government mess, and
3. where there are U.S. Government operations.

NOTE: *This term includes only that area actually occupied by those operations (plus the minimum surrounding area necessary for close-in security) and excludes contracted hotels not contained on and operated by the installation.*

UNUSUALLY ARDUOUS SEA DUTY. Duty aboard or with designated units. These units must be designated in writing and meet the criteria in 57 Comp. Gen. 266 (1978).

WARD. A person, especially an infant, placed by authority of law under the care of a guardian.

YEARS OF SERVICE. Any service authorized to be credited in computation of basic pay under 37 U.S.C. §205.

APPENDIX A

PART II: ACRONYMS

AEA	Actual Expense Allowance
AMC	Air Mobility Command
AOR	Area of Responsibility
ATM	Automated Teller Machine
AWOL	Absent Without Leave
BAH-II	Basic Allowance for Housing II (replaces BAQ effective 1 January 1998)
BAH	Basic Allowance for Housing
BAS	Basic Allowance for Subsistence
COLA	Cost-of-Living Allowance
CONUS	Continental United States
CONUS COLA	(CONUS COLA) Continental United States Cost of Living Allowance
COSTEP	Commissioned Officer Student and Extern Program
COT	Consecutive Overseas Tour
CTO	Commercial Travel Offices
CWT	Hundred weight
DDESS	Domestic Dependent Elementary and Secondary School
DITY	Do-It-Yourself
DLA	Dislocation Allowance
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
DPM	Direct Procurement Method
DSSR	Department of State Standardized Regulations
DTOD	Defense Table of Official Distances
DTR	Defense Transportation Regulation
EUM	Essential Unit Messing
FAM	Foreign Affairs Manual
FEMA	Federal Emergency Management Agency
FEML	Funded Environmental and Morale Leave
FSH	Family Separation Housing (replaces FSA-I effective 1 January 1998)
FTR	Federal Travel Regulation
FTS	Federal Telecommunications System
GAO	General Accounting Office
GBL	Government Bill of Lading
GOCO	Government Owned Contractor Operated
GSA	General Services Administration
GTR	Government Transportation Request (SF 1169)
HHG	Household Goods
HOR	Home of Record
HOS	Home of Selection
HP	Homeport
IADT	Initial Active Duty for Training
IPCOT	In-Place Consecutive Overseas Tour
IRS	Internal Revenue Service
ITGBL	International Through Government Bill of Lading
ITO	Installation Transportation Officer
JD	Joint Determination
JFTR	Joint Federal Travel Regulations
JTF	Joint Task Force
JTR	Joint Travel Regulations
LPQ	Living Pattern Questionnaire

LPS	Living Pattern Survey
M&IE	Meals and Incidental Expenses
MALT	Monetary Allowance in Lieu of Transportation
MALT PLUS	Monetary Allowance in Lieu of Transportation Plus Flat Per Diem
MARS	Military Affiliate Radio System
MIA	Missing in Action
MIHA	Move-In Housing Allowance
MOU	Memorandum of Understanding
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NOAA	National Oceanic and Atmospheric Administration (Same as "USNOAA")
NTS	Nontemporary Storage
OCONUS	Outside the Continental United States
OGE	Office of Government Ethics
OHA	Overseas Housing Allowance
OSD	Office of the Secretary of Defense
PBP&E	Professional Books, Papers and Equipment
PCS	Permanent Change of Station
PD	Per Diem Determination
PDS	Permanent Duty Station
PDT	Permanent Duty Travel
PDTATAC	Per Diem, Travel and Transportation Allowance Committee
PEB	Physical Evaluation Board
PHS	Public Health Service (Same as USPHS)
PITI	Principal, Interest, Taxes and Insurance
PLEAD	Place From Which Entered (or Called) to Active Duty
POA	Privately Owned Automobile
POC	Privately Owned Conveyance
PoC	Point of Contact
POD	Port of Debarkation
POE	Port of Embarkation
POV	Privately Owned Vehicle
POW	Prisoner of War
PPGBL	Personal Property Government Bill of Lading
SROTC	Senior Reserve Officers' Training Corps
SR&R	Special Rest and Recuperative Absence
SSB	Special Separation Benefit
SSN	Social Security Number
STS	Specialized Treatment Services
TAD	Temporary Additional Duty
TDRL	Temporary Disability Retired List
TDY	Temporary Duty
TGBL	Through Government Bill of Lading
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TMC	Travel Management Centers
TMS	Travel Management System
UN	United Nations
U.S.	United States
U.S.C.	United States Code
USNOAA	United States National Oceanic and Atmospheric Administration
USPHS	United States Public Health Service
VA	Department of Veterans Affairs
VSI	Voluntary Separation Incentive

PD NUMBER 98036

EFFECTIVE: 1 November 1998

*APPENDIX B

MAXIMUM PER DIEM RATES OUTSIDE THE CONTINENTAL UNITED STATES

TRAVEL PER DIEM ALLOWANCES

A. The per diem rates listed in this appendix are for reimbursement of subsistence expenses incurred during official OCONUS travel. These rates apply unless an actual expense reimbursement (JFTR, Chapter 4, Part C or JTR, Chapter 4, Part M) has been authorized/approved or a lower per diem rate has been authorized (JFTR, par. U4135 and JTR, par. C4550-A). The amount calculated for lodging expenses plus the M&IE rate (JFTR, Chapter 4, Part B or JTR, Chapter 4, Part L) shall not exceed the maximum per diem rate. If a specific location or military installation is not listed, use the "Other" rate for the country. If the country isn't listed the "All Places Not Listed" rate should be used. Countries or islands listed include any offshore islands in the vicinity. The countries/islands won't include territories or possessions located elsewhere even though considered an integral part of the parent country or island. In these cases, no cost data for these territories and possessions were used in determining the rates. When a political subdivision smaller than a country is named, (states, provinces, departments, boroughs, cities, towns, villages, etc.) it will include the corporate limits of political subdivisions or the limits of territory within the normal boundary if it's not incorporated. Posts, camps, or stations named will include the area falling within its boundaries.

B. Column headings are abbreviated as follows:

ABBREVIATION	INTERPRETATION
SEA DATES	THE SEASONAL DATES
BGN	THE SEASON START DATE FOR THIS PER DIEM RATE.
END	THE SEASON END DATE FOR THIS PER DIEM RATE.
MAXIMUM LODGING	THE MAXIMUM LODGING ALLOWANCE FOR THIS LOCATION.
LOCAL MEALS RATE	THE LOCALITY (NO GOV'T MEALS) MEALS RATE FOR THIS LOCATION
PROP MEALS RATE	THE PROPORTIONAL MEALS RATE FOR THIS LOCATION.
LOCAL INCI. RATE	THE LOCAL INCIDENTALS RATE FOR THIS LOCATION.
FN #	THE FOOTNOTE NUMBER FOR THIS LOCATION.
FN DAILY RATE	THE FOOTNOTE RATE FOR THIS LOCATION.
MAX PER DIEM RATE	TOTAL OF MAXIMUM LODGING + LOCALITY MEALS RATE + LOCAL INCIDENTALS RATE.

APPENDIX B

JOINT FEDERAL TRAVEL REGULATION

PER DIEM LOCALITY

COUNTRY	CITY	SEA BGN	DATES	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
AFGHANISTAN											
	KABUL			102	80	44	20			202	12/01/1990
	[OTHER]			51	40	24	10			101	12/01/1990
ALASKA											
	ANCHORAGE [INCL NAV RES]										
			05/01 - 09/30	151	50	29	12			213	06/01/1998
			10/01 - 04/30	86	45	26	11			142	03/01/1998
	BARROW			110	56	32	14			180	06/01/1998
	BETHEL			103	52	30	13			168	03/01/1998
	CORDOVA			85	50	29	12			147	03/01/1998
	CRAIG										
			05/01 - 08/31	95	53	30	13			161	05/01/1997
			09/01 - 04/30	79	51	29	13			143	05/01/1997
	DENALI NATIONAL PARK										
			06/01 - 08/31	115	42	25	10			167	03/01/1998
			09/01 - 05/31	90	40	24	10			140	03/01/1998
	DILLINGHAM			95	47	27	12			154	08/01/1998
	DUTCH HARBOR-UNALASKA			110	55	31	14			179	03/01/1998
	EARECKSON AIR STATION			72	44	26	11			127	03/01/1998
	EIELSON AFB										
			05/15 - 09/15	121	48	28	12			181	03/01/1998
			09/16 - 05/14	75	45	26	11			131	03/01/1998
	ELMENDORF AFB										
			05/01 - 09/30	151	50	29	12			213	06/01/1998
			10/01 - 04/30	86	45	26	11			142	03/01/1998
	FAIRBANKS										
			05/15 - 09/15	121	48	28	12			181	03/01/1998
			09/16 - 05/14	75	45	26	11			131	03/01/1998
	FT. RICHARDSON										
			05/01 - 09/30	151	50	29	12			213	06/01/1998
			10/01 - 04/30	86	45	26	11			142	03/01/1998
	FT. WAINWRIGHT										
			05/15 - 09/15	121	48	28	12			181	03/01/1998
			09/16 - 05/14	75	45	26	11			131	03/01/1998
	GLENNALLEN			90	42	25	10			142	10/01/1998
	HEALY										
			06/01 - 08/31	115	42	25	10			167	03/01/1998

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	MAX	
CITY	BGN	END	LODGING	MEALS	MEALS	INCI.	DAILY	PER	EFFECTIVE
				RATE	RATE	RATE	#	DIEM	DATE
								RATE	
		09/01 - 05/31	90	40	24	10		140	03/01/1998
HOMER									
		05/01 - 09/30	116	53	30	13		182	03/01/1998
		10/01 - 04/30	87	51	29	13		151	03/01/1998
JUNEAU									
			89	58	33	14		161	03/01/1998
KENAI-SOLDOTNA									
		04/01 - 09/30	109	49	28	12		170	03/01/1998
		10/01 - 03/31	74	47	27	12		133	03/01/1998
KENNICOTT									
			149	54	31	14		217	10/01/1998
KETCHIKAN									
		05/01 - 09/30	100	59	33	15		174	03/01/1998
		10/01 - 04/30	85	58	33	15		158	03/01/1998
KLAWOCK									
		05/01 - 08/31	95	53	30	13		161	05/01/1997
		09/01 - 04/30	79	51	29	13		143	05/01/1997
KODIAK									
		04/16 - 09/30	98	55	31	14		167	03/01/1998
		10/01 - 04/15	88	54	31	14		156	03/01/1998
KOTZEBUE									
		05/16 - 09/15	101	65	36	16		182	04/01/1997
		09/16 - 05/15	90	64	36	16		170	04/01/1997
KULIS AGS									
		05/01 - 09/30	151	50	29	12		213	06/01/1998
		10/01 - 04/30	86	45	26	11		142	03/01/1998
MCCARTHY									
			149	54	31	14		217	10/01/1998
MURPHY DOME									
		05/15 - 09/15	121	48	28	12		181	03/01/1998
		09/16 - 05/14	75	45	26	11		131	03/01/1998
NOME									
			83	50	29	13		146	03/01/1998
PETERSBURG									
			76	50	29	12		138	03/01/1998
SEWARD									
		05/01 - 09/15	114	50	29	12		176	03/01/1998
		09/16 - 04/30	78	47	27	12		137	03/01/1998
SITKA-MT. EDGECOMBE									
		04/01 - 09/04	101	48	28	12		161	03/01/1998
		09/05 - 03/31	83	47	27	12		142	03/01/1998
SKAGWAY									
		05/01 - 09/30	100	59	33	15		174	03/01/1998
		10/01 - 04/30	85	58	33	15		158	03/01/1998

APPENDIX B

JOINT FEDERAL TRAVEL REGULATION

PER DIEM LOCALITY

COUNTRY					LOCAL	PROP	LOCAL		FN	MAX	
CITY	SEA	DATES	MAXIMUM		MEALS	MEALS	INCI.		DAILY	PER	EFFECTIVE
BGN		END	LODGING		RATE	RATE	RATE	#	RATE	DIEM	DATE
SPRUCE CAPE											
		04/16 - 09/30	98		55	31	14			167	03/01/1998
		10/01 - 04/15	88		54	31	14			156	03/01/1998
TANANA											
			83		50	29	13			146	03/01/1998
UMIAT											
			125		86	47	21			232	08/01/1997
VALDEZ											
		05/15 - 09/15	105		52	30	13			170	03/01/1998
		09/16 - 05/14	84		50	29	12			146	03/01/1998
WASILLA											
			79		58	33	14			151	03/01/1998
WRANGELL											
		05/01 - 09/30	100		59	33	15			174	03/01/1998
		10/01 - 04/30	85		58	33	15			158	03/01/1998
[OTHER]											
			72		44	26	11			127	03/01/1998
ALBANIA											
TIRANA											
			90		48	28	12			150	10/01/1998
[OTHER]											
			81		20	14	5			106	04/01/1992
ALGERIA											
ALGIERS											
			1		28	18	7			36	09/01/1998
[OTHER]											
			39		31	19	8			78	11/01/1994
ALL PLACES NOT LISTED											
ALL PLACES NOT LISTED											
			25		12	10	3			40	02/01/1998
AMERICAN SAMOA											
AMERICAN SAMOA											
			73		42	25	11			126	03/01/1997
ANDORRA											
ANDORRA											
			93		72	40	18			183	11/01/1998
ANGOLA											
LUANDA											
			180		141	74	35			356	11/01/1998
[OTHER]											
			180		141	74	35			356	11/01/1998
ANTARCTICA											
MCMURDO STATION ANTARCTICA											
			0		0	4				0	09/01/1996

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JOINT FEDERAL TRAVEL REGULATION

PER DIEM LOCALITY

COUNTRY				LOCAL	PROP	LOCAL		FN	MAX	
CITY	SEA	DATES	MAXIMUM	MEALS	MEALS	INCI.	FN	DAILY	PER	EFFECTIVE
BGN	END	LODGING	RATE	RATE	RATE	#	RATE	RATE	DATE	
<hr/>										
ANTIGUA AND BARBUDA										
ALL CONTRACTOR FACILITIES										
			20	18	13	4			42	12/01/1990
ANTIGUA AND BARBUDA										
		04/16 - 12/14	112	59	33	15			186	02/01/1995
		12/15 - 04/15	197	66	37	16			279	02/01/1995
NAVAL SUPPORT FACILITY										
		04/16 - 12/14	112	59	33	15			186	02/01/1995
		12/15 - 04/15	197	66	37	16			279	02/01/1995
[OTHER]										
		04/16 - 12/14	36	14	11	4			54	01/01/1994
		12/15 - 04/15	49	14	11	4			67	01/01/1994
ARGENTINA										
BUENOS AIRES										
			235	70	39	17			322	08/01/1998
[OTHER]										
			111	45	26	11			167	03/01/1998
ARMENIA										
YEREVAN										
			108	37	22	9			154	12/01/1997
[OTHER]										
			108	37	22	9			154	12/01/1997
ASCENSION ISLAND										
ASCENSION ISLAND										
			20	18	13	4			42	12/01/1990
AUSTRALIA										
ADELAIDE										
			106	54	31	13			173	11/01/1998
ALICE SPRINGS										
			81	42	25	10			133	08/01/1998
BRISBANE										
			97	51	29	13			161	09/01/1998
CANBERRA										
			80	49	28	12			141	09/01/1998
DARWIN NORTHERN TERRITORY										
		04/01 - 09/30	120	50	29	12			182	11/01/1998
		10/01 - 03/31	92	47	27	12			151	11/01/1998
HOBART										
			86	54	31	13			153	11/01/1998
MELBOURNE										
			102	51	29	13			166	11/01/1998
PERTH										
			92	60	34	15			167	09/01/1998
SYDNEY										
			107	62	35	16			185	09/01/1998

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PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY				LOCAL	PROP	LOCAL		FN	MAX	
CITY	SEA	DATES	MAXIMUM	MEALS	MEALS	INCI.		DAILY	PER	EFFECTIVE
BGN	END	LODGING	RATE	RATE	RATE		#	RATE	DIEM	DATE
TOWNSVILLE			76	40	24	10			126	09/01/1998
WOOMERA			55	36	22	9			100	09/01/1998
WOOMERA AS			55	36	22	9			100	09/01/1998
[OTHER]			73	42	25	10			125	09/01/1998
AUSTRIA										
INNSBRUCK			109	71	39	18			198	11/01/1998
LINZ			100	62	35	16			178	11/01/1998
SALZBURG			129	72	40	18			219	11/01/1998
VIENNA			107	72	40	18			197	11/01/1998
[OTHER]			120	55	31	14			189	11/01/1998
AZERBAIJAN										
BAKU			200	77	42	19			296	05/01/1998
[OTHER]			200	77	42	19			296	05/01/1998
AZORES										
AGUALVA NAVAL SECURITY GROUP										
04/01 - 10/31	60		34	21	9				103	11/01/1998
11/01 - 03/31	54		34	21	9				97	11/01/1998
FAIAL ISLAND										
04/01 - 10/31	102		47	27	12				161	11/01/1998
11/01 - 03/31	90		46	27	12				148	11/01/1998
LAJES FIELD AB										
04/01 - 10/31	60		34	21	9				103	11/01/1998
11/01 - 03/31	54		34	21	9				97	11/01/1998
PONTA DELGADA										
04/01 - 09/30	112		54	31	14				180	11/01/1998
10/01 - 03/31	96		53	30	13				162	11/01/1998
SAO MIGUEL ISLAND										
04/01 - 09/30	112		54	31	14				180	11/01/1998
10/01 - 03/31	96		53	30	13				162	11/01/1998
[OTHER]										
04/01 - 10/31	60		34	21	9				103	11/01/1998
11/01 - 03/31	54		34	21	9				97	11/01/1998
BAHAMAS, THE										
ANDROS ISLAND			129	68	38	17			214	04/01/1993

APPENDIX B

JOINT FEDERAL TRAVEL REGULATION

PER DIEM LOCALITY

COUNTRY	CITY	SEA BGN	DATES	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
ANDROS ISLAND (AUTEC)				20	8	8	2			30	12/01/1990
ELEUTHERA ISLAND				140	70	39	17			227	04/01/1993
GRAND BAHAMA ISLAND											
	04/16 - 12/14			121	62	35	16			199	11/01/1997
	12/15 - 04/15			162	66	37	16			244	11/01/1997
NASSAU											
	04/18 - 12/18			182	75	41	19			276	03/01/1997
	12/19 - 04/17			235	79	43	20			334	03/01/1997
NAVAL UNDERSEA WARFARE CTR				20	8	8	2			30	12/01/1990
OPBAT SITES				0	36	22	9			45	04/01/1994
[OTHER]				129	68	38	17			214	04/01/1993
BAHRAIN											
BAHRAIN				128	54	31	14	2	15	196	11/01/1997
SOUTHWEST ASIA ADMIN SPT UNIT				128	54	31	14			196	11/01/1997
BALEARIC ISLANDS											
BALEARIC ISLANDS				133	82	45	21			236	11/01/1998
BANGLADESH											
DHAKA				120	44	26	11			175	07/01/1998
[OTHER]				50	36	22	9			95	08/01/1997
BARBADOS											
BARBADOS											
	04/16 - 12/14			97	78	43	19			194	10/01/1997
	12/15 - 04/15			155	82	45	20			257	10/01/1997
BELARUS											
MINSK				89	46	27	11			146	06/01/1996
[OTHER]				89	46	27	11			146	06/01/1996
BELGIUM											
ANTWERP				115	63	35	16			194	11/01/1998
BERTRIX				67	34	21	9			110	11/01/1998
BRUGGE				134	75	41	19			228	11/01/1998

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PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	PER	
CITY	BGN	END	LODGING	MEALS	MEALS	INCI.	DAILY	DIEM	EFFECTIVE
				RATE	RATE	RATE	#	RATE	DATE
BRUSSELS			142	86	47	21		249	11/01/1998
DIEGEM			142	86	47	21		249	11/01/1998
FLORENNES			67	34	21	9		110	11/01/1998
GENT			70	47	27	12		129	11/01/1998
GOSSELIES			100	63	35	16		179	11/01/1998
HERSTAL			74	38	23	10		122	11/01/1998
LEUVEN			89	57	32	14		160	11/01/1998
LIEGE			74	38	23	10		122	11/01/1998
MONS			100	63	35	16		179	11/01/1998
OSTENDE			91	75	41	19		185	11/01/1998
SHAPE/CHIEVRES			100	63	35	16		179	11/01/1998
ZAVENTEM			142	86	47	21		249	11/01/1998
[OTHER]			59	66	37	16		141	11/01/1998
BELIZE									
BELIZE CITY			75	62	35	15		152	10/01/1998
[OTHER]			75	62	35	15		152	10/01/1998
BENIN									
COTONOU			121	58	33	15		194	11/01/1998
[OTHER]			48	31	19	8		87	08/01/1996
BERMUDA									
BERMUDA									
04/01 - 11/30			231	103	55	26		360	10/01/1998
12/01 - 03/31			178	98	53	25		301	10/01/1998
BHUTAN									
BHUTAN			29	15	11	4		48	09/01/1993
BOLIVIA									
COCHABAMBA			55	26	17	6		87	07/01/1997

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JOINT FEDERAL TRAVEL REGULATION

COUNTRY	CITY	SEA BGN	DATES END	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
LA PAZ				69	36	22	9			114	12/01/1997
	SANTA CRUZ			70	29	18	7			106	03/01/1998
	SUCRE			34	22	15	6			62	02/01/1997
	TARIJA			35	21	14	5			61	02/01/1997
	TRINIDAD			47	23	15	6			76	02/01/1997
	[OTHER]			69	23	15	6			98	07/01/1997
	BOSNIA-HERZEGOVINA										
	SARAJEVO			227	59	33	15			301	02/01/1996
	[OTHER]			227	59	33	15			301	02/01/1996
BOTSWANA											
	GABORONE			72	35	21	9			116	11/01/1998
	KASANE			107	34	21	9			150	11/01/1998
	SELEBI PHIKWE			72	35	21	9			116	11/01/1998
	[OTHER]			72	35	21	9			116	11/01/1998
BRAZIL											
	ANGRA DOS REIS			121	56	32	14			191	02/01/1998
	BELEM			124	55	31	14			193	01/01/1998
	BELO HORIZONTE			101	51	29	13			165	02/01/1998
	BRASILIA			189	69	38	17			275	07/01/1998
	CAMPINAS			100	55	31	14			169	02/01/1998
	CAMPO GRANDE			93	54	31	13			160	02/01/1998
	CURITIBA			128	58	33	15			201	02/01/1998
	FLORIANOPOLIS			69	62	35	15			146	02/01/1998
	FORTALEZA			91	56	32	14			161	02/01/1998

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JOINT FEDERAL TRAVEL REGULATION

PER DIEM LOCALITY

COUNTRY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	FN	MAX	
CITY	BGN	END	LODGING	MEALS	MEALS	INCI.	FN	DAILY	PER	EFFECTIVE
				RATE	RATE	RATE	#	RATE	DIEM	DATE
FOZ DO IGUAQU			144	57	32	14			215	02/01/1998
GOIANIA			141	70	39	18			229	07/01/1998
JOAO PESSOA			78	51	29	13			142	02/01/1998
MANAUS			157	60	34	15			232	02/01/1998
NATAL			80	42	25	11			133	02/01/1998
PEIXOTO			24	26	17	6			56	06/01/1997
PETROLINA			67	48	28	12			127	07/01/1998
PORTO ALEGRE			99	70	39	17			186	02/01/1998
RECIFE, PERNAMBUCO			92	53	30	13			158	02/01/1998
RIBEIRAO PRETO			109	62	35	15			186	02/01/1998
RIO DE JANEIRO			117	62	35	16			195	06/01/1998
SALVADOR DA BAHIA			77	46	27	12			135	02/01/1998
SAO JOSE DOS CAMPOS			92	63	35	16			171	02/01/1998
SAO LUIS			106	56	32	14			176	02/01/1998
SAO PAULO			153	71	39	18			242	07/01/1998
TERESINA			110	59	33	15			184	02/01/1998
VIRACOPOS AIRPORT			153	71	39	18			242	07/01/1998
VITORIA			96	44	26	11			151	02/01/1998
[OTHER]			117	62	35	16			195	06/01/1998
BRITISH WEST INDIES										
ANGUILLA										
05/01 - 11/30			120	80	44	20			220	12/01/1990
12/01 - 04/30			139	92	50	23			254	12/01/1990
CAYMAN ISLANDS										
05/01 - 11/30			168	64	36	16			248	04/01/1997
12/01 - 04/30			205	66	37	17			288	04/01/1997

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JOINT FEDERAL TRAVEL REGULATION

COUNTRY	CITY	SEA BGN	DATES	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
VIRGIN ISLANDS, BRITISH											
			05/01 - 11/30	76	46	27	11			133	12/01/1990
			12/01 - 04/30	125	50	29	12			187	12/01/1990
			[OTHER]								
			05/01 - 11/30	68	44	26	11			123	12/01/1990
			12/01 - 04/30	103	46	27	12			161	12/01/1990
BRUNEI											
			BANDAR SERI BEGAWAN								
				143	61	34	15			219	11/01/1998
			[OTHER]								
				158	56	32	14			228	11/01/1998
BULGARIA											
			BOURGAS								
				52	21	14	5			78	07/01/1995
			PLOVDIV								
				63	18	13	4			85	07/01/1994
			RUSE								
				72	14	11	3			89	07/01/1994
			SOFIA								
				159	47	27	12			218	10/01/1998
			VARNA								
				100	44	26	11			155	10/01/1998
			[OTHER]								
				50	37	22	9			96	10/01/1998
BURKINA											
			BOBO DIOULASSO								
				31	27	17	7			65	11/01/1998
			OUAGADOUGOU								
				126	43	25	11			180	11/01/1998
			[OTHER]								
				31	27	17	7			65	11/01/1998
BURMA											
			RANGOON								
				62	30	19	7			99	06/01/1998
			[OTHER]								
				43	19	13	5			67	07/01/1995
BURUNDI											
			BUJUMBURA								
				51	48	28	12			111	11/01/1998
			[OTHER]								
				51	48	28	12			111	11/01/1998
CAMBODIA											
			PHNOM PENH								
				136	40	24	10			186	05/01/1996
			SIEM RIEP								
				55	24	16	6			85	11/01/1998

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JOINT FEDERAL TRAVEL REGULATION

COUNTRY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	MAX	
CITY	BGN	END	LODGING	MEALS	MEALS	INCI.	DAILY	PER	EFFECTIVE
				RATE	RATE	RATE	#	RATE	DATE
[OTHER]			55	24	16	6		85	11/01/1998
CAMEROON									
DOUALA			94	50	29	12		156	11/01/1998
YAOUNDE			129	62	35	15		206	11/01/1998
[OTHER]			36	17	12	4		57	11/01/1998
CANADA									
ARGENTIA US NAVAL FACILITY			58	35	21	9		102	09/01/1998
BANFF									
05/01 - 10/31			99	41	24	10		150	09/01/1998
11/01 - 04/30			74	38	23	9		121	09/01/1998
CALGARY			61	37	22	9		107	09/01/1998
DARTMOUTH									
05/01 - 08/31			124	60	34	15		199	10/01/1998
09/01 - 04/30			75	56	32	14		145	10/01/1998
EAST YORK			118	43	25	11		172	09/01/1998
EDMONTON			72	42	25	11		125	09/01/1998
ETOBICOKE			118	43	25	11		172	09/01/1998
GANDER, NEWFOUNDLAND			58	35	21	9		102	09/01/1998
HALIFAX									
05/01 - 08/31			124	60	34	15		199	10/01/1998
09/01 - 04/30			75	56	32	14		145	10/01/1998
MISSISSAUGA			85	38	23	10		133	09/01/1998
MONCTON			103	66	37	16		185	10/01/1998
MONTREAL			103	59	33	15		177	09/01/1998
NORTH YORK			118	43	25	11		172	09/01/1998
NORTHWEST TERRITORIES			94	42	25	11		147	09/01/1998
OTTAWA			91	38	23	9		138	09/01/1998
PRINCE EDWARD ISLAND									
05/23 - 10/31			125	64	36	16		205	10/01/1998
11/01 - 05/22			86	60	34	15		161	10/01/1998

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PER DIEM LOCALITY

COUNTRY				LOCAL	PROP	LOCAL		FN	MAX	
CITY	SEA	DATES	MAXIMUM	MEALS	MEALS	INCI.	FN	DAILY	PER	EFFECTIVE
BGN	END	LODGING	RATE	RATE	RATE	#	RATE	DIEM	RATE	DATE
<hr/>										
QUEBEC										
	05/01	- 09/30	118	62	35	16			196	09/01/1998
	10/01	- 04/30	88	60	34	15			163	09/01/1998
RICHMOND										
	05/01	- 10/15	95	44	26	11			150	09/01/1998
	10/16	- 04/30	57	42	25	11			110	09/01/1998
SAINT JOHN'S										
			91	55	31	14			160	10/01/1998
SIDNEY										
	05/01	- 10/15	132	54	31	14			200	09/01/1998
	10/16	- 04/30	81	50	29	13			144	09/01/1998
TORONTO										
			118	43	25	11			172	09/01/1998
VANCOUVER										
	05/01	- 10/15	157	62	35	16			235	09/01/1998
	10/16	- 04/30	108	59	33	15			182	09/01/1998
VICTORIA										
	05/01	- 10/15	132	54	31	14			200	09/01/1998
	10/16	- 04/30	81	50	29	13			144	09/01/1998
WINNIPEG										
			47	33	20	8			88	09/01/1998
YORK & SCARBOROUGH										
			118	43	25	11			172	09/01/1998
[OTHER]										
			68	50	29	13			131	09/01/1998
CANARY ISLANDS										
CANARY ISLANDS										
			79	38	23	9			126	11/01/1998
CAPE VERDE										
BOA VISTA ISLAND										
			34	39	23	10			83	11/01/1998
PRAIA										
			86	50	29	12			148	11/01/1998
SAL ISLAND										
			78	61	34	15			154	11/01/1998
SAO TIAGO ISLAND										
			47	26	17	6			79	11/01/1998
SAO VICENTE ISLAND										
			60	56	32	14			130	11/01/1998
[OTHER]										
			34	39	23	10			83	11/01/1998
CENTRAL AFRICAN REPUBLIC										
BANGUI										
	01/01	- 12/30	92	63	35	16			171	05/01/1998
[OTHER]										
			92	63	35	16			171	05/01/1998

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COUNTRY				LOCAL	PROP	LOCAL	FN	MAX	
CITY	SEA	DATES	MAXIMUM	MEALS	MEALS	INCI.	DAILY	PER	EFFECTIVE
BGN	END	LODGING		RATE	RATE	RATE	#	RATE	DATE
CHAD									
NDJAMENA			122	50	29	12		184	11/01/1998
[OTHER]			28	22	15	5		55	11/01/1998
CHAGOS ARCHIPELAGO									
CHAGOS ARCHIPELAGO			10	23	15	6		39	03/01/1995
CHILE									
SANTIAGO			146	85	46	21		252	09/01/1998
[OTHER]			146	85	46	21		252	09/01/1998
CHINA									
BEIJING			129	62	35	16		207	12/01/1997
CHENGDU			120	39	23	10		169	01/01/1995
CHONGQING			98	26	17	6		130	02/01/1993
DALIAN			107	51	29	13		171	10/01/1996
FUZHOU			88	46	27	11		145	01/01/1995
GUANGZHOU			135	61	34	15		211	11/01/1996
HANGZHOU			128	42	25	10		180	05/01/1995
HARBIN			127	66	37	16		209	08/01/1996
KUNMING			106	33	20	8		147	01/01/1995
LHASA			120	61	34	15		196	07/01/1996
NANJING			119	53	30	13		185	11/01/1994
SHANGHAI			138	70	39	18		226	08/01/1996
SHANTOU			89	40	24	10		139	08/01/1994
SHENYANG			96	63	35	16		175	06/01/1996
SHENZHEN			85	46	27	11		142	08/01/1994
TIANJIN			88	70	39	18		176	10/01/1996

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COUNTRY	CITY	SEA BGN	DATES END	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
	XIAMEN			89	42	25	10			141	08/01/1994
	XIAN			64	44	26	11			119	10/01/1996
	[OTHER]			85	41	24	10			136	06/01/1996
COCOS (KEELING) ISLANDS											
	COCOS ISLANDS			58	40	24	10			108	03/01/1998
COLOMBIA											
	BARRANQUILLA			131	52	30	13			196	12/01/1997
	BOGOTA			119	59	33	15			193	08/01/1997
	BUENAVENTURA			74	62	35	16			152	11/01/1995
	CALI			133	61	34	15			209	05/01/1998
	CARTAGENA			137	67	37	17			221	12/01/1997
	MEDELLIN			105	57	32	14			176	10/01/1998
	SAN ANDRES			103	55	31	14			172	05/01/1998
	SANTA MARTA			103	37	22	9			149	05/01/1998
	[OTHER]			61	28	18	7			96	11/01/1992
COMOROS											
	MORONI			126	65	36	16			207	08/01/1996
	[OTHER]			51	36	22	9			96	12/01/1993
CONGO											
	BRAZZAVILLE			94	58	33	15			167	11/01/1998
	[OTHER]			94	58	33	15			167	11/01/1998
CONGO, DEMOCRATIC REPUBL											
	BUKAVU			119	118	63	29			266	09/01/1994
	GOMA			115	107	57	27			249	09/01/1994
	KINSHASA			144	78	43	19			241	11/01/1995

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COUNTRY	CITY	SEA BGN	DATES	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
	LUBUMBASHI			82	42	25	10			134	05/01/1994
	MBUJI MAYI, KASAI			70	87	47	22			179	12/01/1994
	[OTHER]			82	42	25	10			134	12/01/1994
COOK ISLANDS	RAROTONGA			66	35	21	9			110	11/01/1998
	[OTHER]			66	35	21	9			110	11/01/1998
COSTA RICA	SAN JOSE			113	50	29	13			176	09/01/1998
	[OTHER]			113	50	29	13			176	09/01/1998
COTE D'IVOIRE	ABIDJAN			93	59	33	15			167	11/01/1998
	GRAND BEREBY			120	24	16	6			150	12/01/1993
	YAMOOUSSOUKRO			103	65	36	16			184	12/01/1993
	[OTHER]			55	34	21	8			97	12/01/1993
CROATIA	ZAGREB			191	74	41	19			284	07/01/1998
	[OTHER]			191	74	41	19			284	07/01/1998
CUBA	GUANTANAMO BAY			26	26	17	6			58	07/01/1992
	HAVANA			102	65	36	16			183	12/01/1996
	[OTHER]			69	45	26	11			125	07/01/1992
CYPRUS	LIMASSOL			125	54	31	14			193	11/01/1998
	NICOSIA			88	54	31	14			156	11/01/1998
	[OTHER]										
	03/16 - 11/15			104	48	28	12			164	11/01/1998
	11/16 - 03/15			91	46	27	12			149	11/01/1998

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COUNTRY	CITY	SEA BGN	DATES	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
CZECH REPUBLIC											
	PRAGUE			155	62	35	15			232	01/01/1997
	[OTHER]			85	33	20	8			126	02/01/1993
DENMARK											
	COPENHAGEN			123	71	39	18			212	11/01/1998
	[OTHER]			131	63	35	16			210	11/01/1998
DIEGO GARCIA											
	US NAVY SUPPORT FACILITY			10	23	15	6			39	03/01/1995
DJIBOUTI											
	DJIBOUTI CITY			158	86	47	22			266	07/01/1997
	[OTHER]			158	86	47	22			266	07/01/1997
DOMINICA											
	DOMINICA			92	44	26	11			147	01/01/1993
DOMINICAN REPUBLIC											
	LA ROMANA										
	04/17 - 12/20			105	57	32	14			176	10/01/1998
	12/21 - 04/16			163	62	35	15			240	10/01/1998
	PUERTO PLATA										
	04/19 - 12/21			85	58	33	14			157	10/01/1998
	12/22 - 04/18			118	61	34	15			194	10/01/1998
	SANTO DOMINGO										
				88	58	33	15			161	08/01/1998
	SOSUA										
	04/16 - 11/15			85	58	33	14			157	10/01/1998
	11/16 - 04/15			118	61	34	15			194	10/01/1998
	[OTHER]										
				56	45	26	11			112	10/01/1998
EASTER ISLAND											
	EASTER ISLAND			82	53	30	13			148	03/01/1993
ECUADOR											
	CUENCA										
				84	33	20	8			125	04/01/1998
	GUAYAQUIL										
				96	45	26	11			152	07/01/1996
	QUITO										
				112	41	24	10			163	04/01/1998

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COUNTRY	CITY	SEA BGN	DATES	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
	[OTHER]			58	23	15	6			87	10/01/1995
EGYPT	ALEXANDRIA			116	45	26	11			172	10/01/1996
	ASWAN			112	43	25	11			166	10/01/1996
	BIR TABA			90	34	21	8			132	12/01/1990
	CAIRO			103	58	33	15			176	03/01/1997
	EL ARISH			93	40	24	10			143	10/01/1996
	HURGHADA			87	42	25	10			139	10/01/1996
	LUXOR										
		05/01 - 09/30		78	43	25	11			132	10/01/1996
		10/01 - 04/30		147	49	28	12			208	10/01/1996
	MARSA MATROUH			68	39	23	10			117	10/01/1996
	MFO BASES			20	18	13	5			43	10/01/1996
	PORT SAID			108	45	26	11			164	10/01/1996
	SHARM EL SHEIKH			94	42	25	11			147	10/01/1996
	SIDI ABDEL RAHMAN			77	41	24	10			128	10/01/1996
	ST. CATHERINE			103	42	25	10			155	10/01/1996
	[OTHER]			86	38	23	9			133	03/01/1997
EL SALVADOR	SAN SALVADOR			90	56	32	14			160	09/01/1997
	[OTHER]			59	26	17	6			91	07/01/1994
EQUATORIAL GUINEA	MALABO			65	46	27	12			123	11/01/1998
	[OTHER]			65	46	27	12			123	11/01/1998
ERITREA	ASMARA			55	21	14	5			81	01/01/1998

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	CITY	SEA BGN	DATES END	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
	[OTHER]			55	21	14	5			81	01/01/1998
ESTONIA	TALLINN			99	70	39	17			186	11/01/1998
	[OTHER]			99	70	39	17			186	11/01/1998
ETHIOPIA	ADDIS ABABA			132	45	26	11			188	07/01/1997
	[OTHER]			51	16	12	4			71	03/01/1992
FALKLAND ISLANDS	FALKLAND ISLANDS			33	21	14	5			59	12/01/1997
FAROE ISLANDS	FAROE ISLANDS			97	59	33	15			171	11/01/1998
FIJI	KOROLEVU			46	34	21	9			89	07/01/1998
	NADI			49	33	20	8			90	07/01/1998
	SIGATOKA			45	18	13	4			67	07/01/1998
	SUVA			59	36	22	9			104	07/01/1998
	[OTHER]			34	17	12	4			55	07/01/1998
FINLAND	HELSINKI			120	77	42	19			216	11/01/1998
	[OTHER]			59	50	29	13			122	11/01/1997
FRANCE	AIX-EN-PROVENCE			102	57	32	14			173	10/01/1998
	BORDEAUX			72	54	31	14			140	10/01/1998
	CANNES			04/01 - 10/31	155	70	39	18		243	10/01/1998
				11/01 - 03/31	105	66	37	17		188	10/01/1998
	CLERMONT-FERRAND			69	58	33	14			141	10/01/1998
	ESSONE			165	84	46	21			270	10/01/1998

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY											
CITY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL		FN	MAX		
BGN		END	LODGING	MEALS	MEALS	INCI.		DAILY	PER		EFFECTIVE
				RATE	RATE	RATE	#	RATE	DIEM	RATE	DATE
HAUTS-DE-SEINE			165	84	46	21			270		10/01/1998
ISTRES			86	76	42	19			181		10/01/1998
LILLE			115	68	38	17			200		10/01/1998
LYON			140	72	40	18			230		10/01/1998
MARIGNANE			102	57	32	14			173		10/01/1998
MARSEILLE			102	78	43	19			199		10/01/1998
METZ			81	42	25	11			134		10/01/1998
MONTPELLIER			81	44	26	11			136		10/01/1998
MULHOUSE			78	63	35	16			157		10/01/1998
NANCY			87	62	35	15			164		10/01/1998
NICE			125	82	45	21			228		10/01/1998
PARIS			165	84	46	21			270		10/01/1998
SEINE-ST. DENIS			165	84	46	21			270		10/01/1998
SEVRES			128	71	39	18			217		10/01/1998
STRASBOURG			109	66	37	17			192		10/01/1998
SURESNES			128	71	39	18			217		10/01/1998
TOULOUSE			82	55	31	14			151		10/01/1998
VAL-D'OISE			165	84	46	21			270		10/01/1998
VAL-DE-MARNE			165	84	46	21			270		10/01/1998
YVELINES			165	84	46	21			270		10/01/1998
[OTHER]			73	42	25	10			125		10/01/1998
FRENCH GUIANA											
FRENCH GUIANA			99	63	35	16			178		10/01/1998

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	MAX	
CITY	BGN	END	LODGING	MEALS	MEALS	INCI.	DAILY	PER	EFFECTIVE
				RATE	RATE	RATE	#	DIEM	DATE
							RATE	RATE	
FRENCH POLYNESIA									
FRENCH POLYNESIA			122	50	29	13		185	10/01/1993
GABON									
LIBREVILLE			111	75	41	19		205	11/01/1998
[OTHER]			111	75	41	19		205	11/01/1998
GAMBIA, THE									
BANJUL									
05/01 - 10/31			69	37	22	9		115	10/01/1998
11/01 - 04/30			78	38	23	9		125	10/01/1998
[OTHER]			28	22	15	5		55	10/01/1998
GEORGIA, REPUBLIC OF									
TBILISI			245	71	39	18		334	06/01/1996
[OTHER]			245	71	39	18		334	06/01/1996
GERMANY									
AACHEN			81	64	36	16		161	11/01/1998
BAD CANNSTATT			143	60	34	15		218	11/01/1998
BAD HONNEF			126	80	44	20		226	11/01/1998
BAD KREUZNACH KASERNE			176	70	39	17		263	11/01/1998
BAMBERG STOAGE AND RA			88	51	29	13		152	11/01/1998
BARTON BARRACKS			88	51	29	13		152	11/01/1998
BAUMHOLDER KASERNE			82	52	30	13		147	11/01/1998
BERLIN			124	58	33	15		197	11/01/1998
BIEBACH			118	54	31	13		185	11/01/1998
BOEBLINGEN			143	60	34	15		218	11/01/1998
BONAMES			176	70	39	17		263	11/01/1998
BONN			126	80	44	20		226	11/01/1998
BREMEN			107	50	29	13		170	11/01/1998

APPENDIX B

JOINT FEDERAL TRAVEL REGULATION

PER DIEM LOCALITY

COUNTRY												
CITY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL		FN	FN	MAX		
BGN	END	LODGING		MEALS	MEALS	INCI.		DAILY	PER		EFFECTIVE	
				RATE	RATE	RATE		#	RATE	DIEM	DATE	
CHEMNITZ			96	69	38	17				182	11/01/1998	
COLOGNE			111	79	43	20				210	11/01/1998	
DELMENHORST			107	50	29	13				170	11/01/1998	
DRESDEN			142	73	40	18				233	11/01/1998	
DUESSELDORF			207	81	44	20				308	11/01/1998	
ECHTERDINGEN			143	60	34	15				218	11/01/1998	
ERFURT			121	59	33	15				195	11/01/1998	
ERLANGEN			88	51	29	13				152	11/01/1998	
ESCHBORN			176	70	39	17				263	11/01/1998	
ESSEN			91	47	27	12				150	11/01/1998	
ESSLINGEN			143	60	34	15				218	11/01/1998	
FAULENBERG KASERNE			86	48	28	12				146	11/01/1998	
FRANKFURT AM MAIN			176	70	39	17				263	11/01/1998	
FUERTH			88	51	29	13				152	11/01/1998	
GARMISCH-PARTENKIRCHEN			115	64	36	16				195	11/01/1998	
GERMERING			95	47	27	12				154	11/01/1998	
GIEBELSTADT			85	49	28	12				146	11/01/1998	
GIEBELSTADT ARMY AIRFIELD			86	48	28	12				146	11/01/1998	
HAMBURG			169	59	33	15				243	11/01/1998	
HANNOVER			120	43	25	11				174	11/01/1998	
HEIDELBERG			133	53	30	13				199	11/01/1998	
HERONGEN			207	81	44	20				308	11/01/1998	
HERRSCHING			95	47	27	12				154	11/01/1998	

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JOINT FEDERAL TRAVEL REGULATION

PER DIEM LOCALITY

COUNTRY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	MAX	
CITY	BGN	END	LODGING	MEALS	MEALS	INCI.	DAILY	PER	EFFECTIVE
				RATE	RATE	RATE	#	DIEM	DATE
							RATE	RATE	
HERZOGENAURACH			88	51	29	13		152	11/01/1998
HOECHST			176	70	39	17		263	11/01/1998
INGOLSTADT			111	59	33	15		185	11/01/1998
KAISERSLAUTERN/LANDKREIS			82	52	30	13		147	11/01/1998
KALKAR			207	81	44	20		308	11/01/1998
KASTEL			118	54	31	13		185	11/01/1998
KATTERBACH KASERNE			88	51	29	13		152	11/01/1998
KITZINGEN			86	48	28	12		146	11/01/1998
KITZINGEN KASERNE			86	48	28	12		146	11/01/1998
KOENIGSWINTER			126	80	44	20		226	11/01/1998
KONSTANZ			79	50	29	12		141	11/01/1998
KORNWESTHEIM			143	60	34	15		218	11/01/1998
LANDSTUHL HELIPORT			82	52	30	13		147	11/01/1998
LANDSTUHL HOSPITAL			82	52	30	13		147	11/01/1998
LEIPZIG			112	68	38	17		197	11/01/1998
LUDWIGSBURG			143	60	34	15		218	11/01/1998
MOEHRINGEN			143	60	34	15		218	11/01/1998
MOENCHEN-GLADBACH			207	81	44	20		308	11/01/1998
MUNICH			115	78	43	19		212	11/01/1998
NELLINGEN			143	60	34	15		218	11/01/1998
NEU ULM			60	46	27	12		118	11/01/1998
NIEDERBACHEM			126	80	44	20		226	11/01/1998
NUERNBERG			88	51	29	13		152	11/01/1998

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JOINT FEDERAL TRAVEL REGULATION

PER DIEM LOCALITY

COUNTRY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	MAX	
CITY	BGN	END	LODGING	MEALS	MEALS	INCI.	DAILY	PER	EFFECTIVE
				RATE	RATE	RATE	#	DIEM	DATE
							RATE	RATE	
OBERAMMERGAU			115	64	36	16		195	11/01/1998
OFFENBACH			176	70	39	17		263	11/01/1998
OSNABRUECK			59	47	27	12		118	11/01/1998
PANZER KASERNE			82	52	30	13		147	11/01/1998
RAMSTEIN AB			118	54	31	13		185	11/01/1998
REGENSBURG			63	57	32	14		134	11/01/1998
RHEIN MAIN AB			176	70	39	17		263	11/01/1998
RHOENDORF			126	80	44	20		226	11/01/1998
ROEDELHEIM			176	70	39	17		263	11/01/1998
ROSE BARRACKS-BAD KREUZNACH			176	70	39	17		263	11/01/1998
ROSE BARRACKS-VILSECK			118	54	31	13		185	11/01/1998
ROSTOCK WARNEMUENDE			112	68	38	17		197	11/01/1998
SAARBRUECKEN			107	62	35	16		185	11/01/1998
SCHIERSTEIN			118	54	31	13		185	11/01/1998
SCHWABACH			88	51	29	13		152	11/01/1998
SCHWERIN			101	51	29	13		165	11/01/1998
SCHWETZINGEN MILITARY ACTIVITIES			133	53	30	13		199	11/01/1998
SEMBACH			82	52	30	13		147	11/01/1998
SEMBACH AB			82	52	30	13		147	11/01/1998
SINDELFINGEN			143	60	34	15		218	11/01/1998
SPANGDAHLEM AB			118	54	31	13		185	11/01/1998
STARNBERG			111	47	27	12		170	11/01/1998
STORCK BARRACKS			118	54	31	13		185	11/01/1998

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY				LOCAL	PROP	LOCAL		FN	MAX	
CITY	SEA	DATES	MAXIMUM	MEALS	MEALS	INCI.		DAILY	PER	EFFECTIVE
BGN	END	LODGING		RATE	RATE	RATE	#	RATE	DIEM	DATE
STUTTGART			143	60	34	15			218	11/01/1998
SYLT ISLAND			59	54	31	13			126	11/01/1998
TUEBINGEN			143	60	34	15			218	11/01/1998
TWISTEDEN			207	81	44	20			308	11/01/1998
ULM			60	46	27	12			118	11/01/1998
VAIHINGEN			143	60	34	15			218	11/01/1998
WAHN			126	80	44	20			226	11/01/1998
WEIMAR			106	66	37	16			188	11/01/1998
WUERZBURG			86	48	28	12			146	11/01/1998
ZIRNDORF			88	51	29	13			152	11/01/1998
ZUFFENHAUSEN			143	60	34	15			218	11/01/1998
[OTHER]			118	54	31	13			185	11/01/1998
GHANA										
ACCRA			112	56	32	14			182	09/01/1998
[OTHER]			73	36	22	9			118	07/01/1992
GIBRALTAR										
GIBRALTAR			102	56	32	14			172	12/01/1997
GREECE										
ARAXOS			53	25	16	6			84	11/01/1998
ARGYROUPOLIS			120	74	41	19			213	11/01/1998
ATHENS			89	59	33	15			163	11/01/1998
ATTICA DEPARTMENT			89	59	33	15			163	11/01/1998
ELEFSIS			89	59	33	15			163	11/01/1998
HELLENIKON AB			89	59	33	15			163	11/01/1998

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JOINT FEDERAL TRAVEL REGULATION

PER DIEM LOCALITY

COUNTRY	CITY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	FN	MAX	EFFECTIVE
	BGN		END	LODGING	MEALS	MEALS	INCI.	#	DAILY	PER	DATE
					RATE	RATE	RATE		RATE	DIEM	
<hr/>											
IRAKLION (CRETE)											
			04/01 - 10/31	54	34	21	8			96	11/01/1998
			11/01 - 03/31	49	33	20	8			90	11/01/1998
MT. HORTIATIS											
				120	74	41	19			213	11/01/1998
NEA MAKRI											
				89	59	33	15			163	11/01/1998
PERIVOLAKI											
				120	74	41	19			213	11/01/1998
RHODES (ISLAND OF)											
			05/01 - 10/31	108	45	26	11			164	11/01/1998
			11/01 - 04/30	84	43	25	11			138	11/01/1998
SOUDA BAY NAVAL SUP ACT											
			04/01 - 10/31	54	34	21	8			96	11/01/1998
			11/01 - 03/31	49	33	20	8			90	11/01/1998
TANAGRA											
				86	36	22	9			131	11/01/1998
THESSALONIKI											
				120	74	41	19			213	11/01/1998
[OTHER]											
				60	38	23	10			108	11/01/1998
GREENLAND											
GREENLAND											
				139	60	34	15			214	11/01/1998
THULE AB											
				139	60	34	15			214	11/01/1998
GRENADA											
GRENADA											
			04/16 - 12/20	93	69	38	17			179	04/01/1996
			12/21 - 04/15	123	71	39	18			212	04/01/1996
GUADELOUPE											
BASSE-TERRE											
			05/01 - 12/14	108	53	30	13			174	09/01/1993
			12/15 - 04/30	172	58	33	15			245	09/01/1993
GRAND-TERRE											
			05/01 - 12/14	108	53	30	13			174	09/01/1993
			12/15 - 04/30	172	58	33	15			245	09/01/1993
ISLE DES SAINTES											
			05/01 - 12/14	108	53	30	13			174	09/01/1993
			12/15 - 04/30	172	58	33	15			245	09/01/1993
ISLE LA DESIRADE											
			05/01 - 12/14	108	53	30	13			174	09/01/1993
			12/15 - 04/30	172	58	33	15			245	09/01/1993
ISLE MARIE-GALANTE											
			05/01 - 12/14	108	53	30	13			174	09/01/1993
			12/15 - 04/30	172	58	33	15			245	09/01/1993

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	CITY	SEA BGN	DATES	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
PETITE-TERRE											
			05/01 - 12/14	108	53	30	13			174	09/01/1993
			12/15 - 04/30	172	58	33	15			245	09/01/1993
SAINT MARTIN (FRENCH PART)											
			05/01 - 12/14	108	53	30	13			174	09/01/1993
			12/15 - 04/30	172	58	33	15			245	09/01/1993
			[OTHER]								
				77	64	36	16			157	10/01/1993
GUAM											
			GUAM (INCL ALL MIL INSTAL)								
				150	63	35	16			229	05/01/1998
GUATEMALA											
			GUATEMALA CITY								
				86	43	25	11			140	05/01/1998
			[OTHER]								
				67	26	17	6			99	06/01/1992
GUINEA											
			CONAKRY								
				121	67	37	17			205	07/01/1998
			[OTHER]								
				57	38	23	10			105	12/01/1996
GUINEA-BISSAU											
			BISSAU								
				94	46	27	12			152	05/01/1997
			[OTHER]								
				50	30	19	7			87	06/01/1996
GUYANA											
			GEORGETOWN								
				127	38	23	9			174	12/01/1997
			[OTHER]								
				127	38	23	9			174	12/01/1997
HAITI											
			PETIONVILLE								
				92	58	33	15			165	10/01/1998
			PORT-AU-PRINCE								
				92	58	33	15			165	10/01/1998
			[OTHER]								
				74	44	26	11			129	10/01/1998
HAWAII											
			CAMP H M SMITH								
				110	49	28	12			171	07/01/1997
			EASTPAC NAVAL COMP TELE AREA								
				110	49	28	12			171	07/01/1997
			FT. DERUSSEY								
				110	49	28	12			171	07/01/1997

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JOINT FEDERAL TRAVEL REGULATION

PER DIEM LOCALITY

PER DIEM LOCALITY										MAX
COUNTRY	CITY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	PER	EFFECTIVE DATE
		BGN	END	LODGING	MEALS RATE	MEALS RATE	INCI. RATE	FN #	DAILY RATE	
	FT. SHAFTER			110	49	28	12		171	07/01/1997
	HICKAM AFB			110	49	28	12		171	07/01/1997
	HONOLULU NAVAL & MC RES CTR			110	49	28	12		171	07/01/1997
	ISLE OF HAWAII: HILO			80	42	25	10		132	06/01/1998
	ISLE OF HAWAII: OTHER			100	43	25	11		154	06/01/1998
	ISLE OF KAUAI									
	05/01 - 11/30			115	50	29	12		177	06/01/1998
	12/01 - 04/30			136	51	29	13		200	06/01/1998
	ISLE OF KURE			60	33	20	8		101	07/01/1997
	ISLE OF MAUI			112	51	29	13		176	06/01/1998
	ISLE OF OAHU			110	49	28	12		171	07/01/1997
	KANEOHE BAY MC BASE			110	49	28	12		171	07/01/1997
	KEKAHA PACIFIC MISSILE RANGE FAC									
	05/01 - 11/30			115	50	29	12		177	06/01/1998
	12/01 - 04/30			136	51	29	13		200	06/01/1998
	KILAUEA MILITARY CAMP			80	42	25	10		132	06/01/1998
	LULUALEI NAVAL MAGAZINE			110	49	28	12		171	07/01/1997
	NAS BARBERS POINT			110	49	28	12		171	07/01/1997
	PEARL HARBOR [INCL ALL MILITARY]			110	49	28	12		171	07/01/1997
	SCHOFIELD BARRACKS			110	49	28	12		171	07/01/1997
	WHEELER ARMY AIRFIELD			110	49	28	12		171	07/01/1997
	[OTHER]			79	50	29	12		141	06/01/1993
	HOLY SEE, THE									
	HOLY SEE, THE			195	75	41	19		289	11/01/1998
	HONDURAS									
	BAY ISLANDS			75	43	25	11		129	02/01/1998
	LA CEIBA			44	18	13	5		67	05/01/1998

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PER DIEM LOCALITY

COUNTRY				LOCAL	PROP	LOCAL		FN	MAX	
CITY	SEA	DATES	MAXIMUM	MEALS	MEALS	INCI.	FN	DAILY	PER	EFFECTIVE
	BGN	END	LODGING	RATE	RATE	RATE	#	RATE	DIEM	DATE

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JOINT FEDERAL TRAVEL REGULATION

COUNTRY	CITY	SEA BGN	DATES END	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
	MUMBAI			208	50	29	13			271	10/01/1996
	MYSORE			90	31	19	8			129	07/01/1996
	NEW DELHI			215	59	33	15			289	05/01/1998
	[OTHER]			135	38	23	10			183	02/01/1998
INDONESIA	BALI			140	62	35	15			217	08/01/1996
	BANDUNG			82	41	24	10			133	04/01/1992
	BATAM			87	34	21	9			130	10/01/1991
	JAKARTA			127	45	26	11			183	06/01/1998
	JAYAPURA			60	43	25	11			114	07/01/1991
	MEDAN			82	37	22	9			128	08/01/1995
	SURABAYA			75	46	27	12			133	02/01/1998
	TIMIKA, IRIAN JAYA			218	70	39	17			305	08/01/1996
	[OTHER]			75	28	18	7			110	06/01/1992
IRAN	TEHRAN			97	46	27	12			155	09/01/1993
	[OTHER]			97	46	27	12			155	09/01/1993
IRAQ	BAGHDAD			100	16	12	4			120	09/01/1995
	NORTHERN IRAQ			73	18	13	4			95	09/01/1995
	[OTHER]			73	18	13	4			95	09/01/1995
IRELAND	ADARE			166	66	37	17			249	11/01/1998
	DUBLIN			134	71	39	18			223	11/01/1998
	LIMERICK			116	59	33	15			190	11/01/1998

APPENDIX B

JOINT FEDERAL TRAVEL REGULATION

PER DIEM LOCALITY

COUNTRY	CITY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	MAX	
	BGN		END	LODGING	MEALS	MEALS	INCI.	DAILY	PER	EFFECTIVE
					RATE	RATE	RATE	#	RATE	DATE
<hr/>										
	[OTHER]									
ISRAEL				101	52	30	13		166	11/01/1998
	EILAT									
				157	65	36	16		238	11/01/1998
	EN BOQEQ									
				146	65	36	16		227	05/01/1995
	HAIFA									
				147	62	35	15		224	11/01/1998
	SEDOM									
				146	65	36	16		227	05/01/1995
	TEL AVIV									
				193	77	42	19		289	11/01/1998
	TIBERIAS									
				154	61	34	15		230	11/01/1998
	[OTHER]									
				159	65	36	16		240	11/01/1998
ITALY										
	BARI									
				111	57	32	14		182	11/01/1998
	BOLOGNA									
				123	86	47	22		231	11/01/1998
	CAGLIARI									
				95	57	32	14		166	11/01/1998
	CAMP DARBY									
				124	76	42	19		219	11/01/1998
	CASERMA EDERLE									
				83	46	27	11		140	11/01/1998
	CERVIA (48TH EXPED OPS GP ONLY)									
				94	90	49	22		206	11/01/1998
	DESENZANO DEL GARDA									
				71	54	31	14		139	11/01/1998
	FERRARA									
				123	74	41	19		216	11/01/1998
	FLORENCE									
				141	86	47	21		248	11/01/1998
	GAETA									
	07/01 - 08/31			112	53	30	13		178	11/01/1998
	09/01 - 06/30			80	50	29	13		143	11/01/1998
	GENOA									
				103	72	40	18		193	11/01/1998
	LA MADDALENA NAVY SPT OFFICE									
	06/15 - 09/15			80	52	30	13		145	11/01/1998
	09/16 - 06/14			71	52	30	13		136	11/01/1998
	LA SPEZIA									
				112	75	41	19		206	11/01/1998

APPENDIX B

JOINT FEDERAL TRAVEL REGULATION

PER DIEM LOCALITY

COUNTRY	CITY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	PER	EFFECTIVE	
	BGN		END	LODGING	MEALS	MEALS	INCI.	#	DAILY	DIEM	
					RATE	RATE	RATE		RATE	RATE	
	MALPENSA			67	70	39	17			154	11/01/1998
	MESTRE			107	50	29	13			170	11/01/1998
	MILAN			180	92	50	23			295	11/01/1998
	MODENA			119	74	41	18			211	11/01/1998
	NAPLES			149	69	38	17			235	11/01/1998
	NAPLES NAVAL SUPPORT ACTIVITY			149	69	38	17			235	11/01/1998
	NOVARA			100	54	31	13			167	11/01/1998
	PALERMO			98	59	33	15			172	11/01/1998
	PIACENZA			69	66	37	16			151	11/01/1998
	PISA			124	76	42	19			219	11/01/1998
	PUNTA ALA			68	43	25	11			122	11/01/1998
	RAVENNA			111	78	43	19			208	11/01/1998
	REGGIO CALABRIA			94	58	33	15			167	11/01/1998
	REGGIO EMILIA			127	75	41	19			221	11/01/1998
	RIMINI			126	79	43	20			225	11/01/1998
	ROME			195	75	41	19			289	11/01/1998
	SARDINIA										
		06/15 - 09/15		80	52	30	13			145	11/01/1998
		09/16 - 06/14		71	52	30	13			136	11/01/1998
	SENIGALLIA										
		07/01 - 08/31		72	45	26	11			128	11/01/1998
		09/01 - 06/30		63	44	26	11			118	11/01/1998
	SIENA			135	80	44	20			235	11/01/1998
	SIGONELLA NAS			94	58	33	15	2	34	167	11/01/1998
	STRESA			77	41	24	10			128	11/01/1998
	TAORMINA			87	51	29	13			151	11/01/1998

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	CITY	SEA BGN	DATES END	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
<hr/>											
TIRRENIA											
				76	37	22	9			122	11/01/1998
TRIESTE											
				111	82	45	20			213	11/01/1998
TURIN											
				158	60	34	15			233	11/01/1998
VENICE											
				159	110	59	27			296	11/01/1998
VERONA											
				96	47	27	12			155	11/01/1998
VICENZA											
				83	46	27	11			140	11/01/1998
[OTHER]											
				94	58	33	15			167	11/01/1998
JAMAICA											
KINGSTON											
				133	71	39	18			222	09/01/1998
[OTHER]											
				133	71	39	18			222	09/01/1998
JAPAN											
ADACHI											
				153	58	33	14			225	11/01/1998
AKASHI											
				167	106	57	26			299	11/01/1998
AKITA											
				93	79	43	20			192	11/01/1998
AMAGASAKI											
				167	106	57	26			299	11/01/1998
AOMORI											
				89	74	41	19			182	11/01/1998
ARAKAWA											
				153	58	33	14			225	11/01/1998
ASAHIKAWA											
				95	76	42	19			190	11/01/1998
ASHIYA											
				141	114	61	28			283	11/01/1998
ATSUGI											
				138	74	41	19			231	11/01/1998
ATSUGI NAF											
				138	74	41	19	2	28	231	11/01/1998
AWASHIMA											
				264	146	77	37			447	11/01/1998
AYASE											
				138	74	41	19			231	11/01/1998
BEPPU											
				96	82	45	21			199	11/01/1998

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	FN	MAX	
CITY	BGN	END	LODGING	MEALS	MEALS	INCI.	#	DAILY	PER	EFFECTIVE
				RATE	RATE	RATE		RATE	DIEM	DATE
BUNKYO			153	58	33	14			225	11/01/1998
CAMP BUTLER USMCB			155	66	37	17	2	28	238	11/01/1998
CAMP COURTNEY			155	66	37	17	2	28	238	11/01/1998
CAMP FOSTER USMC			155	66	37	17	2	28	238	11/01/1998
CAMP HANSEN USMC			155	66	37	17	2	28	238	11/01/1998
CAMP KINSER USMC			155	66	37	17	2	28	238	11/01/1998
CAMP LESTER			155	66	37	17	2	28	238	11/01/1998
CAMP SCHWAB USMC			155	66	37	17	2	28	238	11/01/1998
CAMP SHIELDS			155	66	37	17	2	28	238	11/01/1998
CAMP ZAMA			138	74	41	19	2	28	231	11/01/1998
CHIBA-KEN			138	74	41	19			231	11/01/1998
CHITOSE			100	73	40	18			191	11/01/1998
CHİYODA			153	58	33	14			225	11/01/1998
CHUO			153	58	33	14			225	11/01/1998
EDOGAWA			153	58	33	14			225	11/01/1998
FUKUI			90	83	45	21			194	11/01/1998
FUKUOKA			114	86	47	21			221	11/01/1998
FUKUYAMA			102	96	52	24			222	11/01/1998
FUSSA			138	74	41	19			231	11/01/1998
FUTENMA MCAS			155	66	37	17	2	28	238	11/01/1998
GIFU			125	88	48	22			235	11/01/1998
HAMAMATSU			136	62	35	16			214	11/01/1998
HANEDA			138	74	41	19			231	11/01/1998

APPENDIX B

JOINT FEDERAL TRAVEL REGULATION

PER DIEM LOCALITY

COUNTRY											
CITY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL		FN	MAX		
BGN		END	LODGING	MEALS	MEALS	INCI.		DAILY	PER		EFFECTIVE
				RATE	RATE	RATE	#	RATE	DIEM	RATE	DATE
HIROSHIMA			122	63	35	16			201		11/01/1998
ITABASHI			153	58	33	14			225		11/01/1998
ITAZUKE			114	86	47	21			221		11/01/1998
IWAKUNI MCAS			89	45	26	11	2	28	145		11/01/1998
IZUMISANO			172	66	37	16			254		11/01/1998
KADENA AB			155	66	37	17	2	28	238		11/01/1998
KADENA NAF			155	66	37	17	2	28	238		11/01/1998
KAGOSHIMA			128	78	43	19			225		11/01/1998
KANAGAWA-KEN			138	74	41	19			231		11/01/1998
KANAZAWA			117	87	47	22			226		11/01/1998
KATSUSHIKA			153	58	33	14			225		11/01/1998
KITA			153	58	33	14			225		11/01/1998
KITAKYUSHU			152	82	45	20			254		11/01/1998
KOCHI			92	72	40	18			182		11/01/1998
KOMAKI			114	82	45	21			217		11/01/1998
KOTO			153	58	33	14			225		11/01/1998
KUMAMOTO			118	79	43	20			217		11/01/1998
KURASHIKI			148	70	39	18			236		11/01/1998
KURE			99	66	37	17			182		11/01/1998
KUSHIRO			81	62	35	16			159		11/01/1998
KYOTO			158	91	49	23			272		11/01/1998
MACHIDA-SHI			138	74	41	19			231		11/01/1998
MATSUE			83	62	35	16			161		11/01/1998

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JOINT FEDERAL TRAVEL REGULATION

PER DIEM LOCALITY

COUNTRY	CITY	SEA BGN	DATES END	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
	MATSUYAMA			89	65	36	16			170	11/01/1998
	MEGURO			153	58	33	14			225	11/01/1998
	MINATO			153	58	33	14			225	11/01/1998
	MISAWA AB			89	74	41	19	2	28	182	11/01/1998
	MIYAZAKI			134	78	43	19			231	11/01/1998
	MORIOKA			83	89	48	22			194	11/01/1998
	NAGASAKI			117	81	44	20			218	11/01/1998
	NAGOYA			136	88	48	22			246	11/01/1998
	NAKANO			153	58	33	14			225	11/01/1998
	NARA			124	92	50	23			239	11/01/1998
	NARITA			167	66	37	16			249	11/01/1998
	NERIMA			153	58	33	14			225	11/01/1998
	NIIGATA			72	70	39	18			160	11/01/1998
	NISHINOMIYA			141	114	61	28			283	11/01/1998
	OBIHIRO			95	65	36	16			176	11/01/1998
	OITA			74	71	39	18			163	11/01/1998
	OKAYAMA			101	62	35	16			179	11/01/1998
	OKINAWA PREFECTURE			155	66	37	17			238	11/01/1998
	OSAKA-KOBE			167	106	57	26			299	11/01/1998
	OTA			153	58	33	14			225	11/01/1998
	OTSU			96	110	59	28			234	11/01/1998
	OYAMA			79	64	36	16			159	11/01/1998
	SAGAMIHARA			138	74	41	19			231	11/01/1998

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	MAX	
CITY	BGN	END	LODGING	MEALS	MEALS	INCI.	DAILY	PER	EFFECTIVE
				RATE	RATE	RATE	#	RATE	DATE
SAITAMA-KEN			138	74	41	19		231	11/01/1998
SAPPORO			180	94	51	24		298	11/01/1998
SASEBO			80	60	34	15		155	11/01/1998
SASEBO US FLT ACTIVITIES			80	60	34	15	2	28	155
SENDAI			120	66	37	17		203	11/01/1998
SETAGAYA			153	58	33	14		225	11/01/1998
SHIBUYA			153	58	33	14		225	11/01/1998
SHIGA			110	82	45	20		212	11/01/1998
SHINAGAWA			153	58	33	14		225	11/01/1998
SHINJUKU			153	58	33	14		225	11/01/1998
SUGINAMI			153	58	33	14		225	11/01/1998
SUMIDA			153	58	33	14		225	11/01/1998
TACHIKAWA			138	74	41	19		231	11/01/1998
TAITO			153	58	33	14		225	11/01/1998
TAKAMATSU			128	86	47	21		235	11/01/1998
TAKAYAMA			121	76	42	19		216	11/01/1998
TOKUSHIMA			87	70	39	18		175	11/01/1998
TOKYO CITY			153	58	33	14		225	11/01/1998
TOKYO-TO			138	74	41	19		231	11/01/1998
TORI STATION			155	66	37	17	2	28	238
TOSHIMA			153	58	33	14		225	11/01/1998
TOTTORI			112	67	37	17		196	11/01/1998
TOYAMA			101	87	47	22		210	11/01/1998

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	CITY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL		FN	MAX	
	BGN		END	LODGING	MEALS	MEALS	INCI.		DAILY	PER	EFFECTIVE
					RATE	RATE	RATE	#	RATE	DIEM	DATE
	TOYONAKA			119	106	57	26			251	11/01/1998
	TSU			76	62	35	16			154	11/01/1998
	US NAVAL HOSPITAL, OKINAWA			155	66	37	17	2	28	238	11/01/1998
	US NAVAL JOINT SERV ACT			153	58	33	14	2	28	225	11/01/1998
	WAKAYAMA			100	70	39	18			188	11/01/1998
	WHITE BEACH NAVAL FACILITY			155	66	37	17	2	28	238	11/01/1998
	YAMATO			123	59	33	15			197	11/01/1998
	YOKOHAMA			182	98	53	24			304	11/01/1998
	YOKOSUKA US NAVAL ACTIVITIES			182	98	53	24			304	11/01/1998
	YOKOTA			91	41	24	10			142	11/01/1998
	YOKOTA AB			91	41	24	10	2	28	142	11/01/1998
	[OTHER]			89	45	26	11			145	11/01/1998
JERUSALEM	JERUSALEM			184	76	42	19			279	09/01/1998
JOHNSTON ATOLL	JOHNSTON ATOLL			13	7	7	2			22	07/01/1997
JORDAN	AMMAN			111	58	33	14			183	10/01/1998
	[OTHER]			64	39	23	10			113	07/01/1996
KAZAKHSTAN	ALMATY			145	93	50	23			261	07/01/1998
	[OTHER]			78	27	17	7			112	11/01/1992
KENYA	KAHAWA			130	52	30	13			195	09/01/1998
	KIAMBU			130	52	30	13			195	09/01/1998

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	CITY	SEA BGN	DATES	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
	KIHARA			130	52	30	13			195	09/01/1998
	KIKUYU			130	52	30	13			195	09/01/1998
	KIRBICHIKU			130	52	30	13			195	09/01/1998
	MOMBASA										
			04/01 - 06/30	66	42	25	11			119	08/01/1998
			07/01 - 11/30	125	47	27	12			184	08/01/1998
			12/01 - 03/31	94	45	26	11			150	08/01/1998
	NAIROBI			130	52	30	13			195	09/01/1998
	NANYUKI			52	22	15	6			80	08/01/1998
	RUIRU			130	52	30	13			195	09/01/1998
	THOGOTO			130	52	30	13			195	09/01/1998
	WANGIGE			130	52	30	13			195	09/01/1998
	[OTHER]			43	26	17	7			76	04/01/1998
KIRIBATI											
	CHRISTMAS ISLAND			86	24	16	6			116	09/01/1993
	[OTHER]			45	20	14	5			70	09/01/1993
KOREA											
	CAMP BONIFAS			41	26	17	6			73	11/01/1998
	CAMP HENRY & WALKER			87	54	31	14			155	08/01/1998
	CAMP HIALEAH			103	55	31	14			172	08/01/1998
	CAMP HUMPHREYS			33	26	17	6			65	11/01/1998
	CAMP LONG & EAGLE			61	41	24	10			112	11/01/1998
	CAMP MARKET			127	77	42	19			223	11/01/1998
	CAMP STANLEY			41	26	17	6			73	11/01/1998
	CHANGWON			40	32	20	8			80	11/01/1998
	CHEJU			95	41	24	10			146	11/01/1998

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY				LOCAL	PROP	LOCAL		FN	MAX	
CITY	SEA	DATES	MAXIMUM	MEALS	MEALS	INCI.		DAILY	PER	EFFECTIVE
BGN	END	LODGING		RATE	RATE	RATE	#	RATE	DIEM	DATE
CHINHAE			27	29	18	7			63	11/01/1998
CHINHAE FLEET ACTIVITIES			27	29	18	7			63	11/01/1998
CHINJU			45	31	19	8			84	11/01/1998
CHONGJU			29	27	17	7			63	11/01/1998
CHONJU			55	23	15	6			84	11/01/1998
CHUNG JU			61	35	21	9			105	11/01/1998
K-16			127	77	42	19			223	11/01/1998
KIMHAE			95	36	22	9			140	11/01/1998
KIMPO AIRFIELD			127	77	42	19			223	11/01/1998
KUNSAN			26	19	13	5			50	11/01/1998
KUNSAN AB			26	19	13	5			50	11/01/1998
KWANGJU			61	41	24	10			112	11/01/1998
KYONGJU			119	58	33	15			192	08/01/1998
MASAN			29	21	14	5			55	11/01/1998
MERCER & COLBERN			127	77	42	19			223	11/01/1998
OSAN AB			41	26	17	6			73	11/01/1998
POHANG			37	30	19	7			74	11/01/1998
PUSAN			103	55	31	14			172	08/01/1998
PYONGTAEK			33	26	17	6			65	11/01/1998
SEOUL			127	77	42	19			223	11/01/1998
SUWON			127	77	42	19			223	11/01/1998
TAEGU			87	54	31	14			155	08/01/1998
TAEJON			70	31	19	8			109	11/01/1998

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PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	MAX	
CITY	BGN	END	LODGING	MEALS	MEALS	INCI.	DAILY	PER	EFFECTIVE
				RATE	RATE	RATE	#	RATE	DATE
UIJONGBU			41	26	17	6		73	11/01/1998
ULSAN			74	53	30	13		140	08/01/1998
YONGSAN US ARMY GARRISON			127	77	42	19		223	11/01/1998
[OTHER]			41	26	17	6		73	11/01/1998
KOREA, DEM. PEOPLE'S RE			170	27	17	7		204	02/01/1995
PYONGYANG			170	27	17	7		204	02/01/1995
[OTHER]			227	68	38	17		312	10/01/1998
KUWAIT			227	68	38	17		312	10/01/1998
KUWAIT CITY			79	46	27	11		136	12/01/1997
[OTHER]			79	46	27	11		136	12/01/1997
KYRGYZSTAN			60	41	24	10		111	07/01/1995
BISHKEK			60	41	24	10		111	07/01/1995
[OTHER]			119	62	35	16		197	08/01/1997
LAOS			119	62	35	16		197	08/01/1997
VIENTIANE			148	50	29	13		211	10/01/1998
[OTHER]			148	50	29	13		211	10/01/1998
LATVIA			65	27	17	7		99	11/01/1998
RIGA			30	25	16	6		61	11/01/1998
[OTHER]			72	42	25	11		125	05/01/1994
LEBANON									
BEIRUT									
[OTHER]									
LESOTHO									
MASERU									
[OTHER]									
LIBERIA									
CAMP SCHIEFFLIN									

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY				LOCAL	PROP	LOCAL		FN	MAX	
CITY	SEA	DATES	MAXIMUM	MEALS	MEALS	INCI.	FN	DAILY	PER	EFFECTIVE
BGN		END	LODGING	RATE	RATE	RATE	#	RATE	DIEM	DATE
MONROVIA			132	68	38	17			217	10/01/1997
[OTHER]			132	68	38	17			217	10/01/1997
LIBYA										
BENGHAZI			117	63	35	16			196	09/01/1993
MISURATA			117	63	35	16			196	09/01/1993
SIRTE			117	63	35	16			196	09/01/1993
TRIPOLI			109	86	47	21			216	09/01/1993
[OTHER]			81	63	35	16			160	09/01/1993
LIECHTENSTEIN										
LIECHTENSTEIN			109	67	37	17			193	10/01/1998
LITHUANIA										
VILNIUS			121	46	27	11			178	07/01/1998
[OTHER]			121	46	27	11			178	07/01/1998
LUXEMBOURG										
LUXEMBOURG			134	72	40	18			224	11/01/1998
MACAU										
MACAU			129	50	29	12			191	12/01/1991
MADAGASCAR										
ANTANANARIVO			118	38	23	10			166	08/01/1997
[OTHER]			118	38	23	10			166	08/01/1997
MADEIRA ISLANDS										
MADEIRA ISLANDS			79	50	29	13			142	11/01/1998
MALAWI										
BLANTYRE			133	43	25	11			187	10/01/1996
LILONGWE			152	37	22	9			198	09/01/1998
[OTHER]			105	27	17	7			139	10/01/1996

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	CITY SEA BGN	DATES END	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
MALAYSIA										
	JOHOR BAHRU		63	34	21	8			105	10/01/1998
	KOTA KINABALU, SABAH		68	48	28	12			128	10/01/1998
	KUALA LUMPUR		81	37	22	9			127	10/01/1998
	[OTHER]		65	36	22	9			110	10/01/1998
MALDIVES										
	MALDIVES									
		05/01 - 10/31	110	70	39	18			198	08/01/1993
		11/01 - 04/30	150	74	41	18			242	08/01/1993
MALI										
	BAMAKO		77	45	26	11			133	11/01/1998
	MOPTI		44	26	17	6			76	11/01/1998
	TIMBUKTU		44	26	17	6			76	11/01/1998
	[OTHER]		44	26	17	6			76	11/01/1998
MALTA										
	MALTA		108	58	33	15			181	11/01/1998
MARSHALL ISLANDS										
	KWAJALEIN ATOLL		87	34	21	8			129	08/01/1995
	MAJURO		125	48	28	12			185	10/01/1996
	[OTHER]		30	20	14	5			55	06/01/1991
MARTINIQUE										
	MARTINIQUE									
		04/16 - 12/14	155	86	47	21			262	10/01/1998
		12/15 - 04/15	170	87	47	22			279	10/01/1998
MAURITANIA										
	NOUADHIBOU		45	26	17	7			78	09/01/1998
	NOUAKCHOTT		69	39	23	10			118	09/01/1998
	[OTHER]		45	26	17	7			78	09/01/1998
MAURITIUS										
	MAURITIUS		85	54	31	14			153	07/01/1998

APPENDIX B

JOINT FEDERAL TRAVEL REGULATION

PER DIEM LOCALITY

COUNTRY	CITY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	MAX	EFFECTIVE
	BGN		END	LODGING	MEALS	MEALS	INCI.	#	PER	DATE
					RATE	RATE	RATE	DAILY	DIEM	
								RATE	RATE	
<hr/>										
MEXICO										
ACAPULCO										
			04/15 - 12/15	70	42	25	10		122	02/01/1994
			12/16 - 04/14	86	43	25	11		140	02/01/1994
AGUASCALIENTES										
				77	36	22	9		122	05/01/1998
CABO SAN LUCAS										
			05/16 - 12/14	88	49	28	12		149	05/01/1994
			12/15 - 05/15	104	50	29	12		166	05/01/1994
CAMPECHE										
				69	50	29	13		132	03/01/1995
CANCUN										
				177	62	35	16		255	03/01/1995
CHETUMAL										
				43	47	27	12		102	03/01/1995
CHIHUAHUA										
				71	38	23	9		118	06/01/1991
CIUDAD DEL CARMEN										
				61	42	25	11		114	03/01/1995
CIUDAD JUAREZ										
				66	34	21	8		108	07/01/1997
CIUDAD OBREGON										
				83	50	29	13		146	08/01/1994
COATZACOALCOS										
				45	33	20	8		86	05/01/1991
COLIMA										
				72	34	21	9		115	06/01/1992
COZUMEL										
				161	58	33	15		234	03/01/1995
CUERNAVACA										
				83	42	25	10		135	07/01/1993
CULIACAN										
				76	45	26	11		132	08/01/1994
DURANGO										
				55	38	23	9		102	05/01/1998
ENSENADA										
				43	45	26	11		99	06/01/1994
GUADALAJARA										
				100	43	25	11		154	05/01/1998
GUANAJUATO										
				45	35	21	9		89	05/01/1991
GUAYMAS										
				51	31	19	8		90	05/01/1991
HERMOSILLO										
				116	54	31	13		183	04/01/1998

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	MAX	
CITY	BGN	END	LODGING	MEALS	MEALS	INCI.	DAILY	PER	EFFECTIVE
				RATE	RATE	RATE	#	RATE	DATE
IXTAPA ZIHUATANEJO									
		04/15 - 12/15	67	52	30	13		132	12/01/1990
		12/16 - 04/14	99	54	31	13		166	12/01/1990
LA PAZ			65	37	22	9		111	06/01/1994
LEON			56	27	17	7		90	05/01/1991
LOS MOCHIS			73	45	26	11		129	08/01/1994
MANZANILLO			78	39	23	10		127	05/01/1998
MATAMOROS			54	47	27	12		113	03/01/1995
MATEHUALA			40	39	23	10		89	11/01/1998
MAZATLAN			69	49	28	12		130	08/01/1994
MERIDA			79	46	27	11		136	01/01/1995
METAPA			65	37	22	9		111	11/01/1992
MEXICALI			76	50	29	12		138	06/01/1994
MEXICO CITY, D.F.			154	64	36	16		234	09/01/1998
MONCLOVA			72	54	31	13		139	07/01/1992
MONTERREY			114	66	37	17		197	03/01/1998
MORELIA			55	27	17	7		89	05/01/1991
NOGALES			47	34	21	9		90	05/01/1991
NUEVO LAREDO			58	44	26	11		113	03/01/1995
PIEDRAS NEGRAS			63	39	23	10		112	07/01/1991
PUERTO VALLARTA			111	50	29	13		174	12/01/1997
QUERETARO			127	26	17	7		160	01/01/1994
SALTILLO			64	33	20	8		105	11/01/1991
SAN CARLOS			51	31	19	8		90	05/01/1991

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	CITY	SEA BGN	DATES	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
	SAN FELIPE			49	30	19	7			86	12/01/1990
	SAN JOSE DEL CABO										
			04/15 - 12/15	48	32	20	8			88	12/01/1990
			12/16 - 04/14	63	34	21	8			105	12/01/1990
	SAN LUIS POTOSI			56	34	21	8			98	05/01/1998
	SAN LUIS R.C.			57	30	19	7			94	05/01/1991
	SAN MIGUEL DE ALLENDE			67	51	29	13			131	05/01/1992
	TAMPICO			77	49	28	12			138	03/01/1995
	TAPACHULA			94	46	27	11			151	12/01/1993
	TIJUANA			63	62	35	16			141	06/01/1994
	TORREON			72	38	23	9			119	04/01/1993
	TUXTLA GUTIERREZ			58	33	20	8			99	07/01/1998
	VERACRUZ			94	44	26	11			149	03/01/1995
	VILLAHERMOSA			72	45	26	11			128	03/01/1995
	ZACATECAS			72	39	23	10			121	05/01/1998
	[OTHER]			53	48	28	12			113	03/01/1995
MICRONESIA	CHUUK			95	62	35	16			173	06/01/1998
	POHNPEI			94	45	26	11			150	06/01/1998
	YAP			107	38	23	10			155	10/01/1997
	[OTHER]			84	23	15	6			113	10/01/1997
MIDWAY ISLANDS	MIDWAY ISLANDS [INCL ALL MILITAR			60	33	20	8			101	07/01/1997
MOLDOVA	CHISINAU			120	44	26	11			175	11/01/1998
	[OTHER]			120	44	26	11			175	11/01/1998

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY					LOCAL	PROP	LOCAL		FN	MAX	
CITY	SEA	DATES	MAXIMUM		MEALS	MEALS	INCI.		DAILY	PER	EFFECTIVE
BGN		END	LODGING		RATE	RATE	RATE	#	RATE	DIEM	DATE
MONACO											
MONACO											
		04/01 - 10/31	222		96	52	24			342	10/01/1998
		11/01 - 03/31	174		92	50	23			289	10/01/1998
MONGOLIA											
ULAANBAATAR											
			89		30	19	8			127	02/01/1997
[OTHER]											
			58		35	21	9			102	10/01/1998
MOROCCO											
AGADIR											
			73		44	26	11			128	11/01/1998
CASABLANCA											
			129		68	38	17			214	11/01/1998
FES											
			103		57	32	14			174	11/01/1998
IFRANE											
			68		36	22	9			113	11/01/1998
MARRAKECH											
			96		51	29	13			160	11/01/1998
MEKNES											
			41		45	26	11			97	11/01/1998
OUARZAZATE											
			59		36	22	9			104	11/01/1998
RABAT											
			134		65	36	16			215	11/01/1998
SALE											
			107		46	27	11			164	11/01/1998
TANGIER											
		06/01 - 09/30	100		42	25	11			153	11/01/1998
		10/01 - 05/31	100		42	25	11			153	11/01/1998
TAROUDANT											
			111		42	25	11			164	11/01/1998
[OTHER]											
			59		36	22	9			104	11/01/1998
MOZAMBIQUE											
MAPUTO											
			189		56	32	14			259	07/01/1997
[OTHER]											
			189		56	32	14			259	07/01/1997
NAMIBIA											
WINDHOEK											
			64		28	18	7			99	11/01/1998
[OTHER]											
			64		28	18	7			99	11/01/1998

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	CITY	SEA BGN	DATES END	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
NAURU	NAURU			30	35	21	9			74	09/01/1993
NEPAL	KATHMANDU			160	51	29	13			224	07/01/1998
	POKHARA			44	25	16	6			75	09/01/1993
	[OTHER]			20	14	11	4			38	09/01/1993
NETHERLANDS	ALBRANDSWAARD (INCL RHOON & POOR			112	63	35	16			191	11/01/1998
	AMSTERDAM			135	77	42	19			231	11/01/1998
	BARENDRECHT			112	63	35	16			191	11/01/1998
	BERGSCHENHOEK			112	63	35	16			191	11/01/1998
	BERKEL EN RODENRIJS			112	63	35	16			191	11/01/1998
	BERNISSE			112	63	35	16			191	11/01/1998
	BLEISWIJK			112	63	35	16			191	11/01/1998
	BRIELLE			112	63	35	16			191	11/01/1998
	CAPELLE AAN DEN IJSSEL			112	63	35	16			191	11/01/1998
	HAGUE, THE			114	61	34	15			190	11/01/1998
	HELLEVOETSLUIS			112	63	35	16			191	11/01/1998
	KRIMPEN AAN DEN IJSSEL			112	63	35	16			191	11/01/1998
	LEIDEN			110	57	32	14			181	11/01/1998
	LISSE			78	59	33	15			152	11/01/1998
	MAASSLUIS			112	63	35	16			191	11/01/1998
	NOORDWIJK			77	52	30	13			142	11/01/1998
	PAPENDRECHT			112	63	35	16			191	11/01/1998

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JOINT FEDERAL TRAVEL REGULATION

PER DIEM LOCALITY

COUNTRY	CITY	SEA BGN	DATES	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN DAILY #	FN RATE	MAX PER DIEM RATE	EFFECTIVE DATE
<hr/>											
	RIDDERKERK			112	63	35	16			191	11/01/1998
	ROTTERDAM			112	63	35	16			191	11/01/1998
	ROZENBURG			112	63	35	16			191	11/01/1998
	SCHIEDAM			112	63	35	16			191	11/01/1998
	SCHIPHOL			112	63	35	16			191	11/01/1998
	SPIJKENISSE			135	77	42	19			231	11/01/1998
	UTRECHT			112	63	35	16			191	11/01/1998
	VLAARDINGEN			140	46	27	11			197	11/01/1998
	WESTVOORNE			112	63	35	16			191	11/01/1998
	YPENBURG			112	63	35	16			191	11/01/1998
	[OTHER]			114	61	34	15			190	11/01/1998
				84	48	28	12			144	11/01/1998
<hr/>											
NETHERLANDS ANTILLES											
	ARUBA										
	04/04 - 12/18			170	58	33	15			243	06/01/1994
	12/19 - 04/03			236	64	36	16			316	06/01/1994
	BONAIRE										
	04/15 - 12/14			97	65	36	16			178	03/01/1998
	12/15 - 04/14			154	70	39	17			241	03/01/1998
	CURACAO										
	04/15 - 12/14			129	65	36	16			210	01/01/1998
	12/15 - 04/14			180	69	38	17			266	01/01/1998
	SABA										
	04/15 - 12/14			83	51	29	13			147	05/01/1995
	12/15 - 04/14			116	54	31	14			184	05/01/1995
	SINT MAARTEN (DUTCH PART)										
	04/15 - 12/14			109	58	33	15			182	05/01/1995
	12/15 - 04/14			133	60	34	15			208	05/01/1995
	[OTHER]										
	04/15 - 12/14			64	52	30	13			129	05/01/1995
	12/15 - 04/14			71	52	30	13			136	05/01/1995
<hr/>											
NEW CALEDONIA											
	NEW CALEDONIA										
				80	58	33	14			152	10/01/1993

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	MAX	
CITY	BGN	END	LODGING	MEALS	MEALS	INCI.	DAILY	PER	EFFECTIVE
				RATE	RATE	RATE	#	DIEM	DATE
								RATE	
NEW ZEALAND									
AUCKLAND			101	51	29	13		165	11/01/1998
CHRISTCHURCH			84	49	28	12		145	11/01/1998
NAVANTARCTICSUPPU DET CHRISTCHUR			84	49	28	12		145	11/01/1998
QUEENSTOWN			99	38	23	9		146	11/01/1998
ROTARUA			74	31	19	8		113	11/01/1998
WELLINGTON			109	50	29	13		172	11/01/1998
[OTHER]			63	42	25	10		115	11/01/1998
NICARAGUA									
MANAGUA			155	50	29	13		218	06/01/1997
MATAGALPA			53	29	18	7		89	06/01/1994
[OTHER]			32	27	17	7		66	06/01/1994
NIGER									
NIAMEY			97	56	32	14		167	11/01/1998
[OTHER]			27	12	10	3		42	11/01/1998
NIGERIA									
ABUJA			154	58	33	15		227	07/01/1998
LAGOS			184	60	34	15		259	06/01/1997
[OTHER]			98	34	21	9		141	06/01/1996
NIUE									
NIUE			52	29	18	7		88	11/01/1998
NORTHERN MARIANA ISLANDS									
ROTA			105	57	32	14		176	05/01/1997
SAIPAN			170	62	35	16		248	05/01/1997
[OTHER]			61	42	25	11		114	05/01/1997

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JOINT FEDERAL TRAVEL REGULATION

PER DIEM LOCALITY

COUNTRY				LOCAL	PROP	LOCAL		FN	MAX	
CITY	SEA	DATES	MAXIMUM	MEALS	MEALS	INCI.		DAILY	PER	EFFECTIVE
BGN	END	LODGING		RATE	RATE	RATE	#	RATE	DIEM	DATE
<hr/>										
NORWAY										
OSLO			139	72	40	18			229	11/01/1998
STAVANGER			125	56	32	14			195	03/01/1998
TROMSO			139	72	40	18			229	11/01/1998
[OTHER]			139	72	40	18			229	11/01/1998
OMAN										
MUSCAT			100	51	29	13			164	03/01/1998
[OTHER]			90	44	26	11			145	10/01/1991
OTHER FOREIGN LOCALITIES										
FOREIGN AREAS			25	12	10	3			40	02/01/1998
NONFOREIGN AREAS			25	12	10	3			40	02/01/1998
OTHER FOREIGN LOCALITIES			25	12	10	3			40	02/01/1998
PAKISTAN										
FAISALABAD			106	40	24	10			156	08/01/1996
ISLAMABAD (INCL. RAWALPINDI)			129	32	20	8			169	11/01/1998
KARACHI			86	35	21	9			130	03/01/1998
LAHORE			104	39	23	10			153	05/01/1997
PESHAWAR			116	29	18	7			152	09/01/1995
QUETTA			108	42	25	11			161	08/01/1996
RAWALPINDI			104	42	25	11			157	06/01/1994
[OTHER]			46	22	15	5			73	12/01/1990
PALAU, REPUBLIC OF										
CIVIC ACTION TEAM (CAT)			0	20	14	5			25	06/01/1995
KOROR			189	65	36	16			270	09/01/1998
[OTHER]			189	65	36	16			270	09/01/1998

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JOINT FEDERAL TRAVEL REGULATION

COUNTRY				LOCAL	PROP	LOCAL			FN	MAX	
CITY	SEA	DATES	MAXIMUM	MEALS	MEALS	INCI.		FN	DAILY	PER	EFFECTIVE
BGN	END	LODGING		RATE	RATE	RATE		#	RATE	DIEM	DATE
										RATE	
PANAMA											
CANAL AREA (PRE TREATY)											
			108	47	27	12				167	07/01/1998
COLON											
			108	47	27	12				167	07/01/1998
CONTADORA											
	05/01 -	12/14	79	44	26	11				134	12/01/1990
	12/15 -	04/30	94	44	26	11				149	12/01/1990
FT. AMADOR											
			108	47	27	12				167	07/01/1998
FT. CLAYTON											
			108	47	27	12				167	07/01/1998
HOWARD AFB											
			108	47	27	12				167	07/01/1998
NAVAL SEC GRP, GALETA ISLAND											
			108	47	27	12				167	07/01/1998
PANAMA CANAL NAVAL STATION											
			108	47	27	12				167	07/01/1998
PANAMA CITY											
			108	47	27	12				167	07/01/1998
SANTIAGO, VERAGUAS											
			19	19	13	5				43	06/01/1995
VOLCAN											
			65	50	29	13				128	12/01/1990
[OTHER]											
			35	28	18	7				70	12/01/1994
PAPUA NEW GUINEA											
PORT MORESBY											
			110	42	25	10				162	11/01/1998
[OTHER]											
			110	42	25	10				162	11/01/1998
PARAGUAY											
ASUNCION											
			81	42	25	11				134	10/01/1998
CIUDAD DEL ESTE											
			61	49	28	12				122	03/01/1998
ENCARNACION											
			60	27	17	7				94	03/01/1998
[OTHER]											
			40	38	23	10				88	03/01/1998
PERU											
CUZCO											
			120	54	31	13				187	11/01/1996
LIMA											
			153	82	45	21				256	03/01/1998

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JOINT FEDERAL TRAVEL REGULATION

COUNTRY	CITY	SEA BGN	DATES	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
PARACAS				71	43	25	11			125	10/01/1994
	PIURA			83	27	17	7			117	10/01/1994
	[OTHER]			64	31	19	8			103	10/01/1994
PHILIPPINES	CEBU			104	57	32	14			175	04/08/1997
	DAVAO CITY			80	42	25	10			132	08/01/1996
	MANILA			143	44	26	11			198	04/01/1996
	[OTHER]			64	34	21	9			107	09/01/1996
POLAND	KRAKOW			121	50	29	13			184	12/01/1997
	POZNAN			75	42	25	11			128	08/01/1997
	SZCZECIN			77	34	21	9			120	07/01/1996
	WARSAW			150	70	39	18			238	07/01/1998
	WROCLAW			83	30	19	8			121	07/01/1996
	[OTHER]			73	43	25	11			127	08/01/1997
PORTUGAL	CASCAIS										
	04/01 - 10/31		101	52	30	13				166	11/01/1998
	11/01 - 03/31		69	50	29	12				131	11/01/1998
	ESTORIL										
	04/01 - 10/31		101	52	30	13				166	11/01/1998
	11/01 - 03/31		69	50	29	12				131	11/01/1998
	LISBON			161	77	42	19			257	11/01/1998
	OEIRAS										
	04/01 - 10/31		101	52	30	13				166	11/01/1998
	11/01 - 03/31		69	50	29	12				131	11/01/1998
OPORTO				108	50	29	12			170	11/01/1998
	[OTHER]			126	41	24	10			177	11/01/1998

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	CITY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	PER	EFFECTIVE
	BGN		END	LODGING	MEALS	MEALS	INCI.	#	DAILY	DIEM
					RATE	RATE	RATE		RATE	RATE
										DATE
<hr/>										
PUERTO RICO										
BAYAMON										
			04/16 - 11/14	117	54	31	13		184	09/01/1998
			11/15 - 04/15	148	56	32	14		218	09/01/1998
CAROLINA										
			04/16 - 11/14	117	54	31	13		184	09/01/1998
			11/15 - 04/15	148	56	32	14		218	09/01/1998
FAJARDO [INCL CEIBA & LUQUILLO]										
				82	48	28	12		142	03/01/1998
FT. BUCHANAN [INCL GSA SVC CTR,										
			04/16 - 11/14	117	54	31	13		184	09/01/1998
			11/15 - 04/15	148	56	32	14		218	09/01/1998
HUMACAO										
				82	48	28	12		142	03/01/1998
LUIS MUNOZ MARIN IAP AGS										
			04/16 - 11/14	117	54	31	13		184	09/01/1998
			11/15 - 04/15	148	56	32	14		218	09/01/1998
MAYAGUEZ										
				94	48	28	12		154	06/01/1998
PONCE										
				101	54	31	13		168	09/01/1998
ROOSEVELT RDS & NAV STA										
				82	48	28	12	2	20	142
										03/01/1998
SABANA SECA [INCL ALL MILITARY]										
			04/16 - 11/14	117	54	31	13		184	09/01/1998
			11/15 - 04/15	148	56	32	14		218	09/01/1998
SAN JUAN & NAV RES STA										
			04/16 - 11/14	117	54	31	13		184	09/01/1998
			11/15 - 04/15	148	56	32	14		218	09/01/1998
[OTHER]										
				66	46	27	11		123	09/01/1998
QATAR										
DOHA										
				109	72	40	18		199	01/01/1998
[OTHER]										
				109	72	40	18		199	01/01/1998
REUNION										
REUNION										
				105	34	21	8		147	10/01/1998
ROMANIA										
BUCHAREST										
				208	60	34	15		283	10/01/1998
[OTHER]										
				65	22	15	6		93	08/01/1993

APPENDIX B
PER DIEM LOCALITY

JOINT FEDERAL TRAVEL REGULATION

COUNTRY	CITY	SEA BGN	DATES	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
RUSSIA											
	MOSCOW			226	83	45	21			330	11/01/1998
	SAINT PETERSBURG			195	99	53	25			319	05/01/1997
	VLADIVOSTOK			180	68	38	17			265	11/01/1995
	[OTHER]			113	62	35	16			191	09/01/1996
RWANDA											
	KIGALI			139	58	33	14			211	08/01/1997
	[OTHER]			139	58	33	14			211	08/01/1997
SAINT HELENA											
	SAINT HELENA			54	15	11	4			73	12/01/1997
SAINT KITTS AND NEVIS											
	SAINT KITTS AND NEVIS										
	05/01 - 11/30			76	53	30	13			142	12/01/1990
	12/01 - 04/30			116	56	32	14			186	12/01/1990
SAINT LUCIA											
	SAINT LUCIA										
	05/01 - 11/30			91	51	29	13			155	01/01/1993
	12/01 - 04/30			160	56	32	14			230	01/01/1993
SAINT VINCENT AND THE GR											
	SAINT VINCENT AND THE GRENADINES										
	05/01 - 11/30			90	46	27	11			147	01/01/1993
	12/01 - 04/30			110	47	27	12			169	01/01/1993
SAMOA											
	SAMOA			107	49	28	12			168	08/01/1996
SAN MARINO											
	SAN MARINO			98	72	40	18			188	11/01/1998
SAO TOME AND PRINCIPE											
	SAO TOME AND PRINCIPE			99	74	41	18			191	04/01/1993
SAUDI ARABIA											
	JEDDAH			81	62	35	15			158	04/01/1998
	JUBAIL MILITARY TNG MISSION			141	70	39	18			229	11/01/1998
	RIYADH			103	74	41	19			196	10/01/1997

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PER DIEM LOCALITY

COUNTRY	CITY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	MAX	
	BGN		END	LODGING	MEALS	MEALS	INCI.	DAILY	PER	EFFECTIVE
					RATE	RATE	RATE	#	RATE	DATE
SOLOMON ISLANDS										
	SOLOMON ISLANDS			90	54	31	13		157	01/01/1994
SOMALIA										
	MOGADISHU			170	30	19	8		208	12/15/1992
	[OTHER]			70	16	12	4		90	12/15/1992
SOUTH AFRICA										
	CAPE TOWN									
	05/01 - 09/30			106	41	24	10		157	11/01/1998
	10/01 - 04/30			143	44	26	11		198	11/01/1998
	DURBAN			112	42	25	10		164	11/01/1998
	JOHANNESBURG			79	37	22	9		125	11/01/1998
	PRETORIA			106	40	24	10		156	11/01/1998
	[OTHER]			33	14	11	4		51	11/01/1998
SPAIN										
	BARCELONA			143	86	47	22		251	11/01/1998
	BILBAO			108	72	40	18		198	11/01/1998
	FUENGIROLA			99	46	27	11		156	11/01/1998
	GERONA			81	73	40	18		172	11/01/1998
	GETAFE			163	78	43	20		261	11/01/1998
	LA CORUNA			85	36	22	9		130	11/01/1998
	LERIDA			93	71	39	18		182	11/01/1998
	LOGRONO			69	69	38	17		155	11/01/1998
	MADRID			163	78	43	20		261	11/01/1998
	MALAGA			99	46	27	11		156	11/01/1998
	MARBELLA			99	46	27	11		156	11/01/1998
	OVIEDO			99	71	39	18		188	11/01/1998

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JOINT FEDERAL TRAVEL REGULATION

COUNTRY	CITY	SEA	DATES	MAXIMUM	LOCAL	PROP	LOCAL	FN	MAX	EFFECTIVE
	BGN		END	LODGING	MEALS	MEALS	INCI.	DAILY	PER	DATE
					RATE	RATE	RATE	#	RATE	
<hr/>										
PAMPLONA										
			07/01 - 09/30	168	77	42	19		264	11/01/1998
			10/01 - 06/30	88	70	39	18		176	11/01/1998
ROTA NAS										
				101	62	35	16	2 27	179	11/01/1998
SAN SEBASTIAN										
				102	71	39	18		191	11/01/1998
SANTANDER										
				100	71	39	18		189	11/01/1998
SANTIAGO DE COMPOSTELA										
				78	49	28	12		139	11/01/1998
SEVILLE PROVINCE										
				137	68	38	17		222	11/01/1998
TARRAGONA										
				89	69	38	17		175	11/01/1998
TORREJON AB										
				163	78	43	20		261	11/01/1998
TORREMOLINOS										
				99	46	27	11		156	11/01/1998
VALENCIA										
				122	58	33	14		194	11/01/1998
VITORIA										
				76	70	39	17		163	11/01/1998
ZARAGOZA										
				106	77	42	19		202	11/01/1998
[OTHER]										
				101	62	35	16		179	11/01/1998
SRI LANKA										
AHUNGALLA										
				115	45	26	11		171	08/01/1995
BENTOTA										
				88	32	20	8		128	08/01/1995
COLOMBO										
				92	44	26	11		147	07/01/1998
HABARANA										
				81	31	19	8		120	08/01/1995
[OTHER]										
				75	28	18	7		110	08/01/1995
SUDAN										
KHARTOUM										
				165	55	31	14		234	02/01/1995
[OTHER]										
				23	18	13	5		46	12/01/1990
SURINAME										
PARAMARIBO										
				125	54	31	14		193	12/01/1997

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JOINT FEDERAL TRAVEL REGULATION

COUNTRY	CITY	SEA BGN	DATES END	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
	[OTHER]			125	54	31	14			193	12/01/1997
SWAZILAND											
	MBABANE			73	26	17	6			105	11/01/1998
	[OTHER]			43	18	13	4			65	11/01/1998
SWEDEN											
	GOTEBORG			131	81	44	20			232	10/01/1998
	KARLSTAD			131	81	44	20			232	10/01/1998
	STOCKHOLM			131	81	44	20			232	10/01/1998
	[OTHER]			131	81	44	20			232	10/01/1998
SWITZERLAND											
	BADEN			138	66	37	16			220	10/01/1998
	BERN			97	70	39	17			184	10/01/1998
	ERLENBACH			108	74	41	19			201	10/01/1998
	GENEVA			144	114	61	28			286	10/01/1998
	KUSNACHT			111	72	40	18			201	10/01/1998
	RAPPERSWIL			126	77	42	19			222	10/01/1998
	ZURICH			146	83	45	21			250	10/01/1998
	[OTHER]			108	76	42	19			203	10/01/1998
SYRIA											
	DAMASCUS			208	78	43	20			306	04/01/1998
	[OTHER]			208	78	43	20			306	04/01/1998
TAIWAN											
	KAOHSIUNG			87	58	33	15			160	11/01/1998
	TAICHUNG			95	59	33	15			169	11/01/1998
	TAIPEI			122	76	42	19			217	11/01/1998

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COUNTRY	CITY	SEA BGN	DATES END	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
	[OTHER]			86	31	19	8			125	08/01/1998
TOGO	LAMA KARA			45	29	18	7			81	11/01/1998
	LOME			74	46	27	12			132	11/01/1998
	[OTHER]			30	23	15	6			59	11/01/1998
TOKELAU ISLANDS	TOKELAU ISLANDS			20	14	11	4			38	09/01/1993
TONGA	NUKUALOFA			68	38	23	10			116	10/01/1998
	[OTHER]			68	38	23	10			116	10/01/1998
TRINIDAD AND TOBAGO	PORT OF SPAIN			65	41	24	10			116	10/01/1997
	[OTHER]			56	42	25	10			108	01/01/1994
TUNISIA	CARTHAGE			68	58	33	15			141	11/01/1998
	GAMMARTH			68	58	33	15			141	11/01/1998
	JERBA			73	34	21	9			116	11/01/1998
	LAMARSA			68	58	33	15			141	11/01/1998
	TUNIS			68	58	33	15			141	11/01/1998
	[OTHER]			51	34	21	8			93	11/01/1998
TURKEY	ADANA-INCIRLIK			104	25	16	6			135	06/01/1994
	ANKARA			100	61	34	15			176	02/01/1998
	ANTALYA			144	58	33	15			217	07/01/1998
	AYDIN			117	64	36	16			197	07/01/1998
	BURSA			144	66	37	16			226	07/01/1998

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JOINT FEDERAL TRAVEL REGULATION

COUNTRY	CITY	SEA BGN	DATES	MAXIMUM	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
	CAMAKLI			125	63	35	16			204	07/01/1993
	DIYARBAKIR-PIRINCLIK			100	62	35	16			178	07/01/1998
	ELMADAG			100	61	34	15			176	02/01/1998
	INCIRLIK AIR BASE			104	25	16	6			135	06/01/1994
	ISTANBUL			125	69	38	17			211	06/01/1998
	IZMIR-CIGLI			91	45	26	11			147	06/01/1995
	MANZARALI			100	61	34	15			176	02/01/1998
	MERSIN			130	61	34	15			206	07/01/1998
	NEVSEHIR			118	63	35	16			197	07/01/1998
	PIRINCLIK AS			90	54	31	13			157	07/01/1998
	YAMANLAR			91	45	26	11			147	06/01/1995
	[OTHER]			90	54	31	13			157	07/01/1998
TURKMENISTAN	ASHGABAT			110	65	36	16			191	08/01/1997
	[OTHER]			110	65	36	16			191	08/01/1997
TURKS AND CAICOS ISLANDS	TURKS AND CAICOS ISLANDS			144	72	40	18			234	08/01/1996
TUVALU	TUVALU			46	21	14	5			72	10/01/1993
UGANDA	ENTEBBE			107	46	27	11			164	11/01/1996
	KAMPALA			142	59	33	15			216	04/01/1998
	[OTHER]			80	21	14	5			106	12/01/1991
UKRAINE	KIEV			145	77	42	19			241	06/01/1998

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JOINT FEDERAL TRAVEL REGULATION

COUNTRY				LOCAL	PROP	LOCAL		FN	MAX	
CITY	SEA	DATES	MAXIMUM	MEALS	MEALS	INCI.		DAILY	PER	EFFECTIVE
BGN	END	LODGING	RATE	RATE	RATE		#	RATE	DIEM	DATE
[OTHER]			145	77	42	19			241	06/01/1998
UNITED ARAB EMIRATES										
ABU DHABI			121	70	39	18			209	08/01/1997
DUBAI			124	83	45	21			228	12/01/1996
[OTHER]			121	70	39	18			209	08/01/1997
UNITED KINGDOM										
ABERDEEN			173	67	37	17			257	12/01/1997
BARKING			210	84	46	21			315	06/01/1998
BARNET			210	84	46	21			315	06/01/1998
BEACONSFIELD			150	56	32	14			220	12/01/1997
BELFAST			173	65	36	16			254	06/01/1998
BEXLEY			210	84	46	21			315	06/01/1998
BIRMINGHAM			192	73	40	18			283	12/01/1997
BOLTON			190	74	41	19			283	12/01/1997
BOURNEMOUTH			146	65	36	16			227	12/01/1997
BRAWDY RAF BASE			149	65	36	16			230	12/01/1997
BRENT			210	84	46	21			315	06/01/1998
BRIGHTON			159	81	44	20			260	12/01/1997
BRISTOL			130	51	29	13			194	12/01/1997
BROMLEY			210	84	46	21			315	06/01/1998
BURY ST. EDMUNDS			104	54	31	13			171	12/01/1997
CAMBDEN			210	84	46	21			315	06/01/1998
CAMBRIDGE			106	59	33	15			180	12/01/1997
CANTERBURY			121	71	39	18			210	12/01/1997

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JOINT FEDERAL TRAVEL REGULATION

COUNTRY				LOCAL	PROP	LOCAL		FN	MAX	
CITY	SEA	DATES	MAXIMUM	MEALS	MEALS	INCI.		DAILY	PER	EFFECTIVE
BGN	END	LODGING		RATE	RATE	RATE	#	RATE	DIEM	DATE
CARDIFF, WALES			148	62	35	15			225	12/01/1997
CAVERSHAM			166	72	40	18			256	06/01/1998
CRAWLEY			210	84	46	21			315	06/01/1998
CROYDEN			210	84	46	21			315	06/01/1998
DOVER			132	57	32	14			203	12/01/1997
EALING			210	84	46	21			315	06/01/1998
EDINBURGH			209	82	45	21			312	06/01/1998
EDZELL RAF BASE			149	65	36	16			230	12/01/1997
ENFIELD			210	84	46	21			315	06/01/1998
FT. HALSTEAD			113	61	34	15			189	12/01/1997
GATWICK			168	84	46	21			273	12/01/1997
GLASGOW			160	63	35	16			239	12/01/1997
GREENWICH			210	84	46	21			315	06/01/1998
HACKNEY			210	84	46	21			315	06/01/1998
HAMMERSMITH			210	84	46	21			315	06/01/1998
HARINGEY			210	84	46	21			315	06/01/1998
HARROGATE			132	54	31	13			199	12/01/1997
HARROW			210	84	46	21			315	06/01/1998
HAVERING			210	84	46	21			315	06/01/1998
HIGH WYCOMBE			130	77	42	19			226	12/01/1997
HILLINGDON			210	84	46	21			315	06/01/1998
HORLEY			210	84	46	21			315	06/01/1998
HOUNSLOW			210	84	46	21			315	06/01/1998

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PER DIEM LOCALITY

COUNTRY				LOCAL	PROP	LOCAL		FN	MAX	
CITY	SEA	DATES	MAXIMUM	MEALS	MEALS	INCI.		DAILY	PER	EFFECTIVE
BGN	END	LODGING	RATE	RATE	RATE		#	RATE	DIEM	DATE
INVERNESS			151	59	33	15			225	12/01/1997
ISLINGTON			210	84	46	21			315	06/01/1998
KENSINGTON & CHELSEA			210	84	46	21			315	06/01/1998
KINGSTON UPON THAMES			210	84	46	21			315	06/01/1998
LAMBETH			210	84	46	21			315	06/01/1998
LEWISHAM			210	84	46	21			315	06/01/1998
LIVERPOOL			210	84	46	21			315	06/01/1998
LONDON			149	65	36	16			230	12/01/1997
MACHRIHANISH RAF BASE			210	84	46	21			315	06/01/1998
MANCHESTER			149	65	36	16			230	12/01/1997
MENWITH HILL			190	74	41	19			283	12/01/1997
MERTON			132	54	31	13			199	12/01/1997
NEWHAM			210	84	46	21			315	06/01/1998
NOTTINGHAM			210	84	46	21			315	06/01/1998
OLDAM			104	45	26	11			160	12/01/1997
OXFORD, OXFORDSHIRE			190	74	41	19			283	12/01/1997
PLYMOUTH			192	70	39	17			279	12/01/1997
POOLE			136	69	38	17			222	12/01/1997
PORTSMOUTH			130	87	47	22			239	12/01/1997
RAF ALCONBURY			168	91	49	23			282	12/01/1997
RAF CHICKSANDS			149	65	36	16			230	12/01/1997
RAF CROUGHTON			149	65	36	16			230	12/01/1997
RAF FAIRFORD			149	65	36	16			230	12/01/1997
			149	65	36	16			230	12/01/1997

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COUNTRY	CITY	SEA BGN	DATES END	MAXIMUM LODGING	LOCAL MEALS RATE	PROP MEALS RATE	LOCAL INCI. RATE	FN #	FN DAILY RATE	MAX PER DIEM RATE	EFFECTIVE DATE
	RAF LAKENHEATH			149	65	36	16			230	12/01/1997
	RAF MILDENHALL			149	65	36	16			230	12/01/1997
	RAF MOLESWORTH			149	65	36	16			230	12/01/1997
	READING			166	72	40	18			256	06/01/1998
	REDBRIDGE			210	84	46	21			315	06/01/1998
	RICHMOND UPON THAMES			210	84	46	21			315	06/01/1998
	ROCHDALE			190	74	41	19			283	12/01/1997
	ROCHESTER			152	89	48	22			263	12/01/1997
	SALFORD			190	74	41	19			283	12/01/1997
	SOUTHAMPTON			136	67	37	17			220	12/01/1997
	SOUTHWARK			210	84	46	21			315	06/01/1998
	STOCKPORT			190	74	41	19			283	12/01/1997
	SUTTON			210	84	46	21			315	06/01/1998
	TOWER HAMLETS			210	84	46	21			315	06/01/1998
	UPWOOD RAF BASE			149	65	36	16			230	12/01/1997
	WALTHAM FOREST			210	84	46	21			315	06/01/1998
	WANDSWORTH			210	84	46	21			315	06/01/1998
	WEST RULSLIP RAF BASE			210	84	46	21			315	06/01/1998
	WESTMINISTER, CITY OF			210	84	46	21			315	06/01/1998
	WINCHESTER			178	98	53	25			301	12/01/1997
	[OTHER]			149	65	36	16			230	12/01/1997
URUGUAY	MONTEVIDEO			109	74	41	19			202	12/01/1997

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COUNTRY				LOCAL	PROP	LOCAL		FN	MAX	
CITY	SEA	DATES	MAXIMUM	MEALS	MEALS	INCI.	FN	DAILY	PER	EFFECTIVE
BGN	END	LODGING	RATE	RATE	RATE	#	RATE	RATE	DATE	
WALLIS AND FUTUNA										
WALLIS AND FUTUNA			73	51	29	13			137	10/01/1993
YEMEN										
ADEN			164	46	27	12			222	09/01/1996
SANAA			178	58	33	15			251	05/01/1997
[OTHER]			69	18	13	5			92	09/01/1996
ZAMBIA										
KABWE			63	46	27	11			120	12/01/1993
KITWE			67	46	27	11			124	12/01/1993
LIVINGSTONE			122	62	35	16			200	12/01/1993
LUSAKA			91	44	26	11			146	03/01/1996
NDOLA			90	58	33	14			162	12/01/1993
SIAVONGA			45	30	19	7			82	05/01/1991
[OTHER]			35	18	13	5			58	12/01/1990
ZIMBABWE										
HARARE			124	34	21	8			166	09/01/1998
VICTORIA FALLS			248	62	35	15			325	09/01/1998
[OTHER]			87	27	17	7			121	04/01/1992

See Next Page for Footnotes

JFTR/JTR FOOTNOTES

1/ REMOVED EFFECTIVE 1 AUGUST 1997.

2/ FOR CIVILIAN AND UNIFORMED SERVICE PERSONNEL. WHEN GOVERNMENT LODGINGS ON A U.S. INSTALLATION ARE AVAILABLE AND

(A) CIVILIAN PERSONNEL: AN OPEN MESS IS USED FOR TWO OR MORE MEALS, OR

(B) UNIFORMED PERSONNEL: AN OPEN MESS IS AVAILABLE FOR TWO OR MORE MEALS,

THE FOLLOWING MEAL RATE (PLUS \$3.50 FOR INCIDENTAL EXPENSES) IS ADDED TO THE GOVERNMENT LODGINGS COST:

LOCATION	DAILY RATE	EFF DATE
BAHRAIN	15.00	03-01-98
ICELAND, NAVSTA KEFLAVIK	20.00	05-01-98
ITALY, NAS SIGONELLA	34.00	05-01-98
JAPAN	28.00	05-01-97
PUERTO RICO, NAVSTA ROOSEVELT ROADS	20.00	03-01-98
SPAIN, NAVSTA ROTA	27.00	04-01-97

(FORMERLY FOOTNOTE 15 IN THE JTR AND JFTR)

3/ REMOVED EFFECTIVE 1 AUGUST 1997.

4/ REMOVED EFFECTIVE 1 SEPTEMBER 1997.

APPENDIX E

TRANSPORTATION OF FOREIGN-MADE PRIVATELY OWNED VEHICLES

PART I: OCONUS LOCATIONS EXEMPT FROM PROHIBITION AGAINST FOREIGN-MADE PRIVATELY OWNED VEHICLE (FPOV) TRANSPORTATION

A. General. This Appendix lists OCONUS locations from and to which FPOV transportation is authorized. Part II of this Appendix provides procedures for addition to or deletion from the exemption list in par. B, below.

1. adequate USPOV maintenance and repair facilities aren't available; or
2. USPOVs aren't allowed to be imported:

B. Locations Exempt From Restrictions. It has been determined that for the following OCONUS locations:

<u>Location</u>	<u>Effective Date</u>	<u>Reporting Date</u>
Austria	2 April 1997	2 April 1999
★ Cameroon	28 October 1998	28 October 2000
China:		
Beijing	17 June 1997	17 June 1999
England		
St. Mawgan.....	23 December 1997	23 December 1999
Germany		
★ Geilenkirchen Air Base	28 October 1998	28 October 2000
Italy:		
Aviano Air Base	4 December 1996	4 December 1998
Gaeta.....	22 July 1998	22 July 2000
Naples.....	22 July 1998	22 July 2000
Rome	5 March 1997	5 March 1999
Sigonella.....	13 May 1998	13 May 2000
Japan.....	23 December 1997	23 December 1999
★ Netherlands.....	28 October 1998	28 October 2000
Norway	4 December 1996	4 December 1998
Spain:		
Madrid, Region of		
Madrid, Torrejon, and		
Sonseca.....	16 April 1997	16 April 1999
Moron Air Base.....	29 October 1997	29 October 1999
Switzerland.....	5 August 1998	31 August 2000
Tunisia.....	2 April 1997	2 April 1999

FPOVs purchased by travelers on permanent duty in the following locations, before the dates specified, are exempt from the FPOV shipment prohibition provided they meet all other requirements for exemption:

<u>Location.</u>	<u>Exemption Termination Date</u>
Algeria	1 November 1996
Australia:	
Canberra	1 June 1997
North West Cape, Western Australia.....	1 November 1996
Bahrain:	
Manama	1 November 1996
Bermuda	1 November 1996
Bolivia	1 November 1996
Bulgaria:	
Sofia.....	1 November 1996
Chad	1 November 1996
Congo	1 November 1996
Cote d'Ivoire (formerly Ivory Coast).....	1 November 1996
Cyprus	1 November 1996
Czechoslovakia	1 November 1996
Denmark	1 November 1996
El Salvador	1 November 1996
England:	
Burtonwood.....	1 November 1996
Hythe	1 November 1996
Germany:	
Barne	1 November 1996
Berchtesgaden	1 July 1990
Beuchel.....	1 September 1991
Brockzetal	1 November 1996
Buren	1 November 1996
Duelmen	1 November 1996
Dueren	1 December 1990
Flensburg.....	1 November 1996
Guetersloh	1 November 1996
Hessich Oldendorf AB	1 November 1996
Hof an der Salle.....	1 December 1990
Kalkar AS.....	1 November 1996
Menden.....	1 November 1996
Moenchengladbach	1 November 1996
Muenster-Handorf.....	1 November 1996
Mt. Meissner	1 December 1990
Norvenich AB	1 November 1996
Paderborn	1 November 1996
Rendsburg.....	1 November 1996
Rheinberg	1 November 1996
Schleswig.....	1 November 1996
Schneeberg	1 November 1996
Schwalmstade/Treysa.....	1 November 1996
Soegel	1 November 1996
Stein.....	1 November 1996
Sylt.....	1 December 1990
Wesel	1 November 1996
Xanten	1 February 1990
Gibraltar	1 November 1996

<u>Location</u>	<u>Exemption Termination Date</u>
Greece:	
Crete	1 November 1996
Mainland of Greece	1 November 1996
Hungary	1 November 1996
India	1 November 1996
Indonesia	1 November 1996
Ireland	1 June 1997
Italy:	
Ghedi AB	1 September 1991
La Spezia	1 November 1996
Mt. Vergine	1 November 1996
Rimini AFD	1 November 1996
San Vito	1 November 1996
Sardinia:	
La Maddalena	1 November 1996
Sellia Marina	1 November 1996
Sicily:	
Catania	1 November 1996
Comiso AS	1 November 1996
Ivory Coast (See Cote d'Ivoire)	
Kenya	1 November 1996
Madagascar	1 November 1996
Malawi	1 June 1997
Netherlands:	
Hoek von Holland	1 November 1996
Rotterdam	1 November 1996
Steenwijk	1 November 1996
t'Harde	1 November 1996
The Hague	1 November 1996
Vokel AB	1 September 1991
Woensdrecht AB	1 September 1991
Romania	1 November 1996
Russia	1 November 1996
Scotland:	
Edzell	21 July 1997
Holy Loch	1 November 1996
Thurso	1 November 1996
Singapore	1 November 1996
Somalia	1 November 1996
South Africa	1 November 1996
Spain:	
Casa Gatafe	6 July 1994
Humosa	6 July 1994
OICC Med	6 July 1994
Zaragoza Air Base, including tenant units as follows:	1 November 1996
Barcelona	
Estaca de Vares	
Estartit	
Inoges	
Menorca	
Soller	
Sri Lanka	1 November 1996
Sudan, Khartoum	1 November 1996

<u>Location</u>	<u>Exemption Termination Date</u>
Syria.....	1 November 1996
Thailand.....	1 November 1996
Turkey	1 November 1996
Venezuela	1 November 1996
Wales:	
Brawdy	21 July 1997
Caerwent.....	1 November 1996
Yemen	1 November 1996
Zimbabwe	1 November 1996

★ TABLE I
COST-OF-LIVING ALLOWANCES
ANNUAL COMPENSATION (MEMBERS WITHOUT DEPENDENTS)
EFFECTIVE 1 JANUARY 1999

	YEARS OF SERVICE															
GRADE	UNDER 2	2	3	4	6	8	10	12	14	16	18	20	22	24	26	
O10	118041	121349	121349	121349	121349	125086	125086	130744	130744	134787	134787	134787	134787	134787	134787	
O9	107342	109527	111349	111349	111349	113570	113570	117299	117299	125086	125086	130744	130744	130744	134787	
O8	99483	101751	103591	103591	103591	109527	109527	113570	113570	117299	121349	125086	127618	127618	127618	
O7	86424	90875	90875	90875	93989	93989	98047	98047	101751	109527	115413	115413	115413	115413	115413	
O6	67280	71969	75467	75467	75467	75467	75467	75467	77398	86684	90155	91695	95752	98254	102013	
O5	56767	63244	66264	66264	66264	66264	67668	70297	73843	78069	81540	83490	85800	85800	85800	
O4	49134	56221	58766	58766	59522	61351	64310	66909	69134	71466	72991	72991	72991	72991	72991	
O3	43519	47577	49872	53576	55423	56867	59135	61313	62443	62443	62443	62443	62443	62443	62443	
O2	36567	39330	45829	46952	47661	47661	47661	47661	47661	47661	47661	47661	47661	47661	47661	
O1	31482	32382	37960	37960	37960	37960	37960	37960	37960	37960	37960	37960	37960	37960	37960	
O3E	0	0	0	54631	56478	57922	60190	62368	64200	64200	64200	64200	64200	64200	64200	
O2E	0	0	0	48609	49318	50434	52328	53789	54873	54873	54873	54873	54873	54873	54873	
O1E	0	0	0	39375	41611	42898	44216	45493	46998	46998	46998	46998	46998	46998	46998	
W5	0	0	0	0	0	0	0	0	0	0	0	88612	70572	72161	74539	
W4	45404	47962	47962	48817	50344	51842	53336	55924	57764	59222	60374	61792	63315	64780	66980	
W3	40424	43123	43123	43569	43977	46570	48557	49665	50781	51868	53028	54529	55976	55976	57434	
W2	35032	37318	37318	38194	39894	41683	42996	44309	45589	46774	47883	48978	50428	50428	50428	
W1	28905	31789	31789	33834	35143	36435	37719	39066	40362	41680	42955	44218	44218	44218	44218	
E9	0	0	0	0	0	0	49965	50743	51538	52374	53202	53929	55948	57525	59894	
E8	0	0	0	0	0	42962	43952	44870	45810	46791	47631	48441	50424	52012	54406	
E7	31416	33066	34010	34953	35897	36806	37750	38702	40117	41052	41987	42438	44801	46567	48939	
E6	27966	29532	30320	31159	31933	32704	33643	35037	35934	36882	37341	37341	37341	37341	37341	
E5	25341	26691	27497	28257	29452	30244	31036	31813	32209	32209	32209	32209	32209	32209	32209	
E4	23475	24278	25164	26388	27068	27068	27068	27068	27068	27068	27068	27068	27068	27068	27068	
E3	22658	23392	23954	24541	24541	24541	24541	24541	24541	24541	24541	24541	24541	24541	24541	
E2	22154	22154	22154	22154	22154	22154	22154	22154	22154	22154	22154	22154	22154	22154	22154	
E1	20757	20757	20757	20757	20757	20757	20757	20757	20757	20757	20757	20757	20757	20757	20757	

★ TABLE I
COST-OF-LIVING ALLOWANCES
ANNUAL COMPENSATION (MEMBERS WITH DEPENDENTS*)
EFFECTIVE 1 JANUARY 1999

	YEARS OF SERVICE															
GRADE	UNDER 2	2	3	4	6	8	10	12	14	16	18	20	22	24	26	
O10	119990	123442	123442	123442	123442	127341	127341	133187	133187	137349	137349	137349	137349	137349	137349	
O9	109270	111456	113277	113277	113277	115498	115498	119228	119228	127341	127341	133187	133187	133187	137349	
O8	101412	103680	105519	105519	105519	111456	111456	115498	115498	119228	123442	127341	129945	129945	129945	
O7	88646	92912	92912	92912	95918	95918	99975	99975	103680	111456	117342	117342	117342	117342	117342	
O6	67969	73384	77341	77341	77341	77341	77341	77341	79525	88823	92149	93647	97704	100206	103964	
O5	56288	63535	67101	67101	67101	67101	68758	71822	75834	80616	84006	85875	88089	88089	88089	
O4	48361	55187	57732	57732	58488	60646	64139	67208	69834	72491	74216	74216	74216	74216	74216	
O3	43470	46908	49162	52866	54713	56157	58425	60983	62318	62318	62318	62318	62318	62318	62318	
O2	37598	39938	45526	46649	47358	47358	47358	47358	47358	47358	47358	47358	47358	47358	47358	
O1	33515	34415	39203	39203	39203	39203	39203	39203	39203	39203	39203	39203	39203	39203	39203	
O3E	0	0	0	53965	55812	57256	59709	62281	64444	64444	64444	64444	64444	64444	64444	
O2E	0	0	0	48536	49246	50362	52255	53717	54800	54800	54800	54800	54800	54800	54800	
O1E	0	0	0	41011	42904	43995	45111	46216	47721	47721	47721	47721	47721	47721	47721	
W5	0	0	0	0	0	0	0	0	0	0	0	88084	70345	72143	74833	
W4	44859	47026	47026	47750	49237	50734	52228	54817	56656	58114	59406	61080	62878	64608	67204	
W3	40987	43273	43273	43651	43996	46192	48068	49177	50293	51380	52539	54040	55487	55487	56945	
W2	36799	38736	38736	39477	40917	42433	43545	44658	45741	46886	47995	49089	50540	50540	50540	
W1	30987	33871	33871	35757	36866	37960	39048	40189	41287	42403	43483	44635	44635	44635	44635	
E9	0	0	0	0	0	0	50384	51162	51957	52792	53620	54348	56367	57944	60641	
E8	0	0	0	0	0	43652	44491	45269	46064	46896	47627	48437	50420	52008	54402	
E7	34128	35737	36536	37336	38135	38905	39704	40511	41710	42502	43294	43675	45677	47257	49630	
E6	30459	32025	32814	33652	34426	35197	36007	37188	37947	38750	39139	39139	39139	39139	39139	
E5	27644	28778	29585	30344	31539	32331	33123	33901	34297	34297	34297	34297	34297	34297	34297	
E4	25388	26366	27264	28258	28863	28863	28863	28863	28863	28863	28863	28863	28863	28863	28863	
E3	23995	24889	25572	26287	26287	26287	26287	26287	26287	26287	26287	26287	26287	26287	26287	
E2	23187	23187	23187	23187	23187	23187	23187	23187	23187	23187	23187	23187	23187	23187	23187	
E1	21487	21487	21487	21487	21487	21487	21487	21487	21487	21487	21487	21487	21487	21487	21487	

* Applies to members who have command-sponsored dependents residing in the vicinity of the member's duty station.

PART II - TABLE II
COST-OF-LIVING ALLOWANCES
AVERAGE ANNUAL SPENDABLE INCOME
(EFFECTIVE 1 APRIL 1991)

ANNUAL COMPENSATION 1/ 	NUMBER OF DEPENDENTS (EXCLUDING SELF) 2/					
	0	1	2	3	4	5 or more
\$139,000 and Over	31,700	35,600	39,600	41,600	45,500	47,500
132,000 - 138,999	31,600	35,500	39,500	41,500	45,400	47,400
125,000 - 131,999	31,400	35,300	39,200	41,200	45,100	47,000
118,000 - 124,999	31,000	34,800	38,700	40,600	44,500	46,400
112,000 - 117,999	30,600	34,400	38,200	40,100	43,900	45,800
106,000 - 111,999	30,000	33,800	37,500	39,400	43,100	45,000
100,000 - 105,999	29,400	33,100	36,800	38,600	42,300	44,200
95,000 - 99,999	28,800	32,400	36,000	37,800	41,400	43,200
90,000 - 94,999	28,200	31,700	35,200	37,000	40,500	42,200
85,000 - 89,999	27,400	30,900	34,300	36,000	39,400	41,200
80,000 - 84,999	26,600	30,000	33,300	35,000	38,300	40,000
75,000 - 79,999	25,800	29,000	32,200	33,800	37,000	38,600
71,000 - 74,999	25,000	28,100	31,200	32,800	35,900	37,400
67,000 - 70,999	24,200	27,200	30,200	31,700	34,700	36,200
63,000 - 66,999	23,400	26,300	29,200	30,700	33,600	35,000
59,000 - 62,999	22,500	25,300	28,100	29,500	32,300	33,700
55,000 - 58,999	21,500	24,200	26,900	28,200	30,900	32,300
51,000 - 54,999	20,600	23,100	25,700	27,000	29,600	30,800
48,000 - 50,999	19,700	22,100	24,600	25,800	28,300	29,500
45,000 - 47,999	19,000	21,300	23,700	24,900	27,300	28,400
42,000 - 44,999	18,200	20,400	22,700	23,800	26,100	27,200
39,000 - 41,999	17,400	19,500	21,700	22,800	25,000	26,000
36,000 - 38,999	16,500	18,500	20,600	21,600	23,700	24,700
33,000 - 35,999	15,600	17,600	19,500	20,500	22,400	23,400
30,000 - 32,999	14,700	16,600	18,400	19,300	21,200	22,100
28,000 - 29,999	13,900	15,700	17,400	18,300	20,000	20,900
26,000 - 27,999	13,400	15,000	16,700	17,500	19,200	20,000
24,000 - 25,999	12,700	14,300	15,900	16,700	18,300	19,100
22,000 - 23,999	12,100	13,600	15,100	15,900	17,400	18,100
20,000 - 21,999	11,400	12,800	14,200	14,900	16,300	17,000
18,000 - 19,999	10,700	12,100	13,400	14,100	15,400	16,100
16,000 - 17,999	10,100	11,300	12,600	13,200	14,500	15,100
14,000 - 15,999	9,400	10,500	11,700	12,300	13,500	14,000
Under 14,000	8,600	9,700	10,800	11,300	12,400	13,000

1/ "Annual Compensation" as used in this table is the sum of basic pay, basic allowance for housing II (BAH-II), basic allowance for subsistence (BAS) and tax advantage associated with BAS and BAH-II. See Table 1 for "Annual Compensation" by grade and years of service.

2/ Refers to the number of dependents the member has at or in the vicinity of his/her duty station.

APPENDIX K

OVERSEAS HOUSING ALLOWANCE (OHA)

INTRODUCTION

A. General. The OHA provides to members assigned OCONUS (except Hawaii and Alaska) a monthly allowance which is based on the difference between their BAH-II, or FSH, and total housing costs. This allowance is authorized for members with and without dependents. Monthly OHA is based on comparing the cost of rent, up to a rental ceiling at a PDS, plus the average utility/recurring maintenance allowance with the member's BAH-II or FSH, whichever the member is entitled to at the OCONUS PDS. Paragraph G contains specific computational steps and examples of how allowances are calculated. A briefing sheet and a list of move-in housing expenses which are considered in allowance development follow Example IV in this Appendix. The briefing sheet and the list should be provided to members covered by the OHA program. Appendix K tables list alphabetically by country all areas presently authorized OHA. Where only a country or island is listed, it includes all territory within the boundaries of that country or island, including any offshore islands in the same general vicinity. It includes only the overseas dependencies and possessions of countries that are specifically listed. When a political subdivision smaller than a country is listed, such as state, province, department, city, village, etc., it includes the corporate limits of that political subdivision or the limits of the territory within its normal boundary if not incorporated. In cases of doubt, the "OTHER" rates, where listed, shall be used. When no allowances are listed for grades O-7 through O-10, allowances set for grade O-6 apply to these grades.

B. Rental Allowance Ceiling. Unless all or a significant portion of utilities are included in rent, the maximum amount of monthly rent which shall be considered in computing the amount of OHA payable is contained in Table I. When all or a portion of the utility allowance entitlement is withheld because utilities are included in rent, the amount withheld is added to the appropriate rental ceiling when computing the rental portion of the OHA. The rental allowance ceiling for members with dependents is based on actual rental costs of members with command sponsored dependents residing in privately-leased housing. These ceilings ordinarily cover

actual rental costs for 80 percent of the members assigned to an area. Accordingly, rental ceilings are subject to change each time rental cost data is reviewed. Where sufficient data are available, rents are arrayed by grade from highest to lowest with ceilings ordinarily set at the 80th percentile. The ceiling for members without dependents is determined by multiplying the members with dependents ceiling by 90 percent, unless a different percentage or an actual dollar amount is indicated in Table I. In computing OHA, the actual rent paid determines the amount to be considered under paragraph G. If the member is a homeowner, a derived "rent" is computed by dividing the original purchase price by 120 (settlement costs, fees for title search, other legal and related costs must be excluded from the original purchase price). If the member is a sharer as defined by par. U9000-C, the member's monthly rent is determined by dividing the total monthly rent charged by the number of sharers occupying the dwelling place.

C. Utility/Recurring Maintenance Allowance. A utility/recurring maintenance allowance is provided in Table I for each allowance area. It is based on average expenses reported by members with dependents who pay for all or a majority of their utilities. Members who share a dwelling, as defined by par. U9000-C, are entitled to a pro rata share of the set utility/recurring maintenance allowance while members without dependents who don't share are entitled to 75 percent. However, this allowance is subject to elimination or reduction if all or part of utilities are included in rent (see par. U9106). Where part or all of this allowance is eliminated, that amount is added to the appropriate rental ceiling when computing the rental allowance. Whether a member is separately entitled to all, part or none of the utility/recurring maintenance allowance noted above is based on responses to the utility questions on DD Form 2367, Individual OHA Report. When a member checks question 7c indicating that some utilities are included in rent, a UTILITY POINT SCORE and appropriate utility/recurring maintenance allowance are computed as shown in items 1 and 2.

1. Based on the climate code of the duty location (Appendix K Tables) and responses to the utility/service inquiries listed under question 7c of DD Form 2367, a UTILITY POINT SCORE is computed for the member. This score determines the amount of utility/recurring maintenance allowance entitlement. Using the appropriate climate code column in the table shown below, the member is credited with UTILITY POINTS for each utility/service inquiry listed under question 7c that wasn't checked.

	Climate Code (See Table I)		
	3 (Hot)	2 (Moderate)	1 (Cold)
Electricity	3	3	3
Heating	1	2	3
Air conditioning	3	2	1
Water	1	1	1
Trash disposal	1	1	1

2. When the total UTILITY POINT SCORE is developed, it is matched to the following table which determines the percentage of the utility/recurring maintenance allowance noted in par. U9106 to which the member is entitled.

If UTILITY POINT SCORE is	member is entitled to the following percentage of allowance indicated in par. U9106
0	0
1-2	25
3-4	65
5-9	100

The climate codes noted above are defined as follows:

Code 1 (COLD) - long-term mean temperature of 45 degrees F or colder;

- ★ See PDTATAC web site for OHA rates:
<http://www.dtic.mil/perdiem>

STEP 1: Determine the member's monthly rent in U.S. dollars. When rent is paid in foreign currency, convert to dollars by using the "Rate of Exchange" factor in Table I. If the member is a sharer as defined by par. U9000-C, the member's rent is a pro rata share of total rent.

STEP 2: Locate the appropriate rental allowance ceiling for the member's grade shown under "Maximum Rental Allowance Ceilings" in Table I. For members entitled to without dependents rental ceiling, use the appropriate percentage or dollar amount specified in Table I. If rent includes all utilities (question 7b checked on DD Form 2367), add the utility/recurring maintenance allowance to the maximum

Code 3 (HOT) - long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned; and

Code 2 (MODERATE) - all other climates.

D. Move-In Housing Allowance (MIHA). The MIHA in Table 1 is based on average expenses reported by members. This allowance is determined by computing expenses members typically incur associated with moving into privately leased/owned dwellings. The MIHA is paid in a lump-sum when quarters are first occupied (See Appendix N for specific information). Attached at the end of this briefing sheet is a list of reportable move-in expenses.

E. Specified Fixed Rate of Exchange. At some duty stations members pay monthly rent at a specified fixed rate of exchange (dollar equivalency contract) for the duration of the lease, rather than at a fluctuating rate of exchange for the duration of the lease. When required by local custom or when housing available within commuting distance of a member's duty station, as defined by DODI 4165.45, Determination of Family Housing Requirements, can be obtained only through use of a dollar equivalency contract, the member's commanding officer or designated representative should enter the following statement in Part B of DD Form 2367, Individual Overseas Housing Allowance Report: "Dollar equivalency contract required. No other housing option available to member." The member should enter the U.S. dollar equivalent of the monthly rent rather than the local currency amount in item 5 of DD Form 2367.

F. Recertification. All members entitled to an OHA must have their housing cost data, as reported on DD Form 2367, Individual OHA Report, recertified annually.

G. Computation of OHA. To determine OHA, follow these steps:

★ OVERSEAS HOUSING ALLOWANCE (OHA) BRIEFING SHEET

The OHA program provides uniformed members assigned to OCONUS locations (except Hawaii and Alaska) an allowance which defrays a significant amount of housing costs. All members who are authorized to live in privately leased/owned quarters are entitled to an OHA provided an Individual OHA Report (DD Form 2367) is completed and approved. Members must submit a new DD Form 2367 whenever there is a change to any data entered on the latest DD Form 2367.

A monthly allowance is payable when the OHA exceeds Basic Allowance for Housing -II (BAH-II) or Family Separation Housing (FSH). If the OHA doesn't exceed BAH-II or FSH, then only BAH-II or FSH is paid.

The OHA, which is published in the Joint Federal Travel Regulations, Volume 1 (JFTR) Appendix K, is comprised of three separate components: a rental allowance, a utility/recurring maintenance allowance and a MIHA. These allowances are periodically reviewed and updated based on costs reported by members. As these reviews may result in increases or decreases to allowance levels, members should be advised that their entitlements ordinarily will change over time.

The rental allowance ceilings shown in JFTR, Appendix K apply to accompanied members. The rental allowance ceiling for unaccompanied members is ordinarily 90 percent of the accompanied allowance ceiling. These ceilings ordinarily cover actual rental costs for 80 percent of the members with dependents assigned to an area.

Unless a member is involved in a sharing arrangement, the member is entitled to the amount of rent paid up to the set rental allowance ceiling. A member is considered to be sharing a dwelling when residing with:

- a. a spouse or dependent who is either a uniformed member or a Federal civilian employee entitled to a Living Quarters Allowance (LQA),
- b. another uniformed member entitled to an OHA, or non-related Federal civilian employee entitled to an LQA and/or
- c. any other person, excluding dependents, who contributes toward rent, mortgage and/or utilities.

If a member is involved in a sharing arrangement as defined above, the total rent is divided by the number of sharers to determine the member's proportional share of the rent. This amount is then compared to the appropriate rental allowance ceiling and the uniformed member is entitled to the lesser of the proportional rental share or rental allowance.

In the case of home ownership, "rent" is derived by dividing the original purchase price by 120 (excluding closing costs, taxes, etc

The utility/recurring maintenance allowances shown in Appendix K apply to accompanied members. The allowance is reduced if the member is unaccompanied and not sharing (in this case, the allowance ordinarily is equal to 75 percent of the amount stated in Appendix K) or if the member is considered a sharer (in this case, divide the allowance at the accompanied rate by the number of sharers to determine each individual's allowance amount).

If rent includes all utilities, the member doesn't receive a utility allowance. However, the utility/recurring maintenance allowance to which the member would otherwise be entitled had the landlord not included utilities in rent is added to the member's rental allowance ceiling. A member whose rent includes some utilities/services might have the utility/recurring maintenance allowance reduced. ***The amount by which the allowance is reduced is added to the member's rental allowance ceiling.***

MIHA is comprised of three components. MIHA/Miscellaneous is a fixed-rate, lump-sum payment which reflects average expenditures made by members to make their dwellings habitable (attached is a list of reportable MIHA/

Miscellaneous expenses). MIHA/Rent is an actual expense component which covers reasonable rent-related expenses in total. These are fixed, one-time nonrefundable charges, such as real estate agents' fees. Homeowners aren't entitled to this component. The last MIHA component, MIHA/Security, is also an actual expense component and covers reasonable security-related expenses for members assigned to areas where dwellings must be modified to minimize exposure to terrorist threat. Only items used to modify the actual physical dwelling are allowable. Qualifying locations are listed in JFTR, Appendix N.

Before an allowance may be paid, the member must present a copy of the lease agreement to the appropriate official and complete the "Individual OHA Report," DD Form 2367. If member qualifies for MIHA/Rent or MIHA/Security, DD Form 2556, "MIHA Claim Form," also must be completed. Allowances may increase or decrease over time as adjustments are made based on foreign currency fluctuations in relation to the dollar or based on new cost data.

At some duty stations members pay monthly rent at a specified fixed rate of exchange (dollar equivalency contract) for the duration of the lease, rather than at a fluctuating rate of exchange for the duration of the lease. When required by local custom or when housing available within commuting distance of a member's duty station, as defined by DODI 4165.45, Determination of Family Housing Requirements, can be obtained only through use of a dollar equivalency contract, the member's commanding officer or designated representative should enter the following statement in Part B of DD Form 2367, Individual OHA Report: "Dollar equivalency contract required. No other housing option available to member." The member should enter the US dollar equivalent of the monthly rent rather than the local currency amount in item 5 of DD Form 2367.

With the commanding officer's authorization/approval, a member may draw an advance housing allowance. The amount of the advance ordinarily isn't to exceed 3-months' allowance. However, additional funds may be authorized when the need is justified and authorized/approved in writing by the commanding officer. Advances aren't authorized/approved for the purchase of residences or other living accommodations. (See JFTR, par. U9116.)

If the information reported on DD Form 2367 changes, the member MUST complete another "Individual OHA Report." Local commands should periodically use whatever means are available for publicizing the importance of keeping DD Forms 2367 current.

(NOTE: *This briefing sheet may be supplemented to include characteristics of the local housing market.***)**

APPENDIX L

ACTUAL EXPENSE ALLOWANCE (AEA) CHANNELS OF SUBMISSION

A. Requests for an AEA not to exceed the 150 Percent Ceiling. Requests for an AEA not to exceed the 150 percent ceiling established in the JFTR, par. U4210-B1 and 2 or the JTR, par. C4602-B1 and 2 are submitted to the appropriate office listed below or as otherwise designated by the Service concerned to arrive at least 10 days before travel begins. The order-issuing/authorizing official, or the official who levies the requirement for the TDY assignment if different from the order-issuing/authorizing official, determines if an AEA is warranted. Authority to authorize/approve AEAs is delegated as indicated below.

NOTE: Don't send AEA requests directly to the PDTATAC.

1. Office of the Secretary of Defense: For Washington Headquarters Services, and DOD Field Activities and Defense Agencies not specifically listed: Director, Travel Division, Washington Headquarters Services, Pentagon, Room 3B287, Washington, DC 20301-1155;
- a. DOD Inspector General: Assistant IG for Administration and Information Management, 400 Army Navy Drive, Arlington, VA 22202-2870;
- b. Defense Advanced Research Projects Agency (DARPA): Travel Manager, Office of Administration and Small Business, 3701 North Fairfax Drive, Arlington, VA 22203-1714;
- c. Central Imagery Office, ATTN: Administrative Staff, Washington, DC 20340-7010;
- d. Defense Commissary Agency (DeCA), ATTN: SAA, 38th St. and E Ave., Fort Lee, VA 23801-6300;
- e. Defense Contract Audit Agency (DCAA): DCAA Headquarters, Assistant Director, Resources, 8725 John J. Kingman Road, Suite 2135, Fort Belvoir, VA 22060-6219; Regional Directors of DCAA Regions at

Eastern, Northeastern, Central, Mid-Atlantic, and Western for assigned personnel and other DCAA personnel under their command and control;

- f. Defense Finance and Accounting Service (DFAS): Principal Deputy/Deputy Directors, Assistant Deputy Directors, and General Counsel at Headquarters; Directors/Principal Deputy Directors at DFAS Centers and Operating Locations, and Directors/Assistant Directors at Financial Systems Organization/Activities for assigned personnel and other DFAS personnel under their command and control. ***This authority shall not be re-delegated;***
 - g. Defense Information Systems Agency (DISA), ATTN: BLA, 701 S. Courthouse Rd., Arlington, VA 22204-2199;
 - h. Defense Intelligence Agency, Deputy Comptroller for Financial Policy and Accounting (OC-4), Washington, DC 20340-3035;
 - i. Defense Investigative Service, ATTN: Travel Coordinator, 1900 Half St, SW, Washington, DC 20318-0001;
 - j. Defense Logistics Agency, Office of the Comptroller, 8725 John J. Kingman Rd., Suite 533, Ft Belvoir, VA 22060-6221; Telephone: DSN 427-7248, Commercial (703) 767-7248, Fax (703) 767-7251;
 - k. National Imagery & Mapping Agency, ATTN: Admin. Office, 8613 Lee Highway, Fairfax, VA 22031-2137;
- Effective 1 October 1998**
- ★ l. Defense Threat Reduction Agency, ATTN: Finance Management Office (Chief Finance Officer), 45045 Aviation Drive, Dulles, VA 20166-7515 (formerly both the Defense Special Weapons Agency and On-Site Inspection Agency);
 - m. Defense Security Assistance Agency, Pentagon, Room 4E841, Washington, DC

- 20301-2800, and Unified Command Comptrollers involving security assistance funds by members assigned to the Unified Command and Field Activities within their areas of responsibility;
- n. National Security Agency/Central Security Service, ATTN: M6, Ft. George G. Meade, MD 20755-6000;
2. Army:
- a. For DA Staff and Field Operating Agencies not specifically listed: AEA authority is delegated to the order-issuing official. Personnel assigned to the Major Army Commands (MACOMs) listed below submit requests to the authority indicated for each MACOM (*MACOM Commanders may delegate AEA authority to the lowest practicable level, but not beyond the level of order-issuing officials. If MACOM not listed the AEA authority has been delegated to the order-issuing official.*);
- b. Commander, Army Materiel Command (AMC), ATTN: AMCPE-P, 5001 Eisenhower Ave., Alexandria, VA 22333-0001; Message Address: CDRUSAMC ALEXANDRIA VA//AMCPE-P//; Telephone: DSN 767-5511, Commercial (703) 617-5511;
- c. Headquarters, Military Traffic Management Command (MTMC), ATTN: MTRM-F, 5611 Columbia Pike, Falls Church, VA 22041-5050; Message Address: CDRMTMC FALLS CHURCH VA//MTRM-F//; Telephone: DSN 761-3464, Commercial (703) 681-3464;
- d. Commander, Eighth U.S. Army (USAEIGHTH), ATTN: FKCS, APO AP 96205-0010; Message Address: CDRUSAEIGHTH SEOUL KOR//FKCS//; Telephone: DSN 723-5241;
- e. Commander, U.S. Army Information Systems Command (USAISC), ATTN: ASRM-F-MA, Fort Huachuca, AZ 85613-5000; Message Address: CDRUSAISC FT HUACHUCA AZ//ASRM-F-MA//; Telephone: DSN 879-6446, Commercial (520) 538-6446;
- f. Headquarters, U.S. Army South (USARSO), Unit 7111, ATTN: SORM, APO AA 34004-5000; Message Address: HQUSARSO FT CLAYTON PM//SORM//; Telephone: DSN 287-3905 or 287-3145;
- g. Commander, Military District of Washington (MDW), ATTN: ANRM-Z, 103 Third Ave., Fort McNair, Washington, DC 20319-5058; Message Address: CDRMDW WASHINGTON DC//ANRM-Z-//; Telephone: DSN 335-2048, Commercial (202) 475-2048;
- h. Commander, U.S. Army Training and Doctrine Command (TRADOC), ATTN: ATRM-AT, Fort Monroe, VA 23651-5000; Message Address: CDRTRADOC FT MONROE VA//ATRM//, Telephone: DSN 680-4221; Commercial (804) 727-4221; NOTE: Delegated to Installation Commanders with further delegation authorized;
- i. Commander, U.S. Army Criminal Investigation Command (USACIDC), ATTN: CISP-RM, 6010 6th St., Fort Belvoir, VA 22060-5506; Message Address: CDRUSACIDC WASHINGTON DC//CISP-RM//; Telephone: DSN 656-0194, Commercial (703) 806-0194, e-mail address: schaefferj@cidc.belvoir.army.mil;
- j. Commander, U.S. Army Medical Command (MEDCOM), ATTN: MCRM-F, 2050 Worth Rd., Fort Sam Houston, TX 78234-6000; Message Address: CDRUSAHSC FT SAM HOUSTON TX//MCRM-F//; Telephone: DSN 471-8141, Commercial (515) 221-8141 or 221-7298;
- k. Commander, U.S. Army Pacific (USARPAC), ATTN: APRM-BAA, Fort Shafter, HI 96858-5100; Message Address: CDRUSAPAC FT SHAFTER HI//APRM-BAA//; Telephone: DSN 438-2710 or 438-2918;
- l. Commander, U.S. Army Special Operations Command (USASOC), ATTN: AOFI-RM, Fort Bragg NC 28307-5200; Message Address: CDRUSASOC FT BRAGG NC//AOFI-RM//; Telephone: DSN 239-2022, Commercial (910) 432-2022;

D. Government Transportation

1. The TO arranges international government airlift under Air Mobility Command (AMC) contract/control, when it is available and satisfies mission requirements.

2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, normally Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing isn't available, the AO may authorize reimbursement of actual vehicle operating expenses.

★ E. Private Vehicle. When use of a private vehicle is approved by the AO as the best way for travel to be performed, reimbursement is authorized at the standard rate per mile for the type of vehicle and the distance between duty locations or between home and TDY location(s). If the AO doesn't approve using a private vehicle and one is used anyway, reimbursement is authorized at the standard rate per mile but the amount is limited to the should-cost estimate of AO-approved transportation. In either case, reimbursement is only authorized for the driver. If reimbursement at the published rate doesn't cover expenses, or if there is no established rate for the type of vehicle being used, the AO may authorize reimbursement of necessary transportation costs incurred. For distance determination see par. U2020 (DTOD requirements).

F. Rest Stops. Normally, travelers shall not be required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers exceeds 14 hours and the traveler isn't authorized premium class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. Rest stops shall not exceed 24 hours.

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days. The number of days allowed for travel is determined by the mode of travel. For travel by commercial air, one day is allowed in CONUS and within overseas areas. For travel between CONUS and overseas via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times. For travel by commercial ground transportation, the scheduled departure and arrival dates are used. When travel by private, rental or Government vehicle is authorized by the AO, one day of travel is allowed for each 400 miles or increment thereof. If travel by private vehicle is used but not authorized as advantageous by the AO, travel is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home During Extended Business TDY. Services or Agencies may permit round-trip transportation, and per diem en route, for a traveler who routinely travels on business TDY for periods of more than three weeks, to return periodically to the PDS or home for nonworkdays.

J. Voluntary Return Home During Intervening Weekend/Holidays. If the AO doesn't authorize travel home periodically on weekends or nonworkdays, it may still be performed for personal convenience. If so, entitlement to reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

T4040 LIVING EXPENSES (PER DIEM ENTITLEMENTS)

The "Lodging Plus" method is used to reimburse TDY living expenses. Travelers are paid the actual cost of lodging up to a limit, plus a set amount for M&IE Rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. Travelers can also be reimbursed for other necessary travel-related expenses if the AO approves them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. If TDY to an installation, the AO may direct use of adequate available Government quarters. This doesn't apply during any fiscal year the traveler is expected to be on TDY more than one half of the work year. The commander responsible for the quarters determines adequacy of quarters. Only adequate quarters are offered through the reservation system. If use of Government quarters is directed and other lodging is used, reimbursement is limited to the Government quarters cost unless the Trip Record notes nonavailability (by confirmation number, if provided by the Service in its registration process).

Effective for Travel on or After 1 May 1997

c. If Government quarters aren't available, reimbursement is authorized for the actual cost of lodging, based on the single occupant rate, up to the maximum for the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the lodging cost and the M&IE don't exceed 300 percent of the published rate (lodging plus M&IE). The CTO must put these rates on the Trip Record. The traveler is responsible for anything charged beyond the basic room fee and taxes. Travelers are to keep all lodging receipts.

d. *Reimbursement of lodging cost when staying with friends or relatives isn't authorized.*

e. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy isn't exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO doesn't provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees considered part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees.

Expenses which don't accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is entitled to per diem.

(2) When a residence is purchased because of a TDY assignment (and not as a result of a desire to maintain a second residence) and used as lodging, the allowable daily lodging cost is computed by averaging monthly interest, property tax, and utility costs incurred. The costs are prorated on a 30-day month basis rather than by the number of days the traveler occupies the residence.

2. Eating

a. The M&IE entitlement for the day of departure is 75% of the M&IE rate for the traveler's lodging location that night. If the traveler is traveling and lodging isn't used, the M&IE rate is based on the next TDY location or stopover point. The entitlement for the day of return to the PDS is 75% of the M&IE rate for the last TDY location or stopover point.

b. On other days, the entitlement for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the "Government mess available" rate when all meals on a given day are available or the "proportional" meal rate when at least one meal a day is available. A Government mess is available only if: Government lodging on an installation is available and the command controlling the mess has made it available to travelers. A Government mess isn't considered available on interim travel days. The Government mess available rate is the amount of the food and operating expense cost, plus the incidental expense portion of the M&IE. The proportional rate is the average of the standard Government meal rate and the meals portion of the M&IE rate for the TDY location, rounded to the nearest dollar, plus the incidental expenses. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from proportional to full M&IE rate). The meal rate established can't be reduced after-the-fact except for a free meal as described in subpar. c below.

c. When at least one, but not all three meals, have been purchased by the Government through some means such as a registration fee, the proportional rate should apply for that day. This doesn't apply on travel days to and from the PDS. Meals served on common carriers aren't considered "purchased by the Government." The traveler must indicate on the Trip Record how many meals were free or purchased by the Government and for which dates.

3. Incidental Expenses (IE). Travelers are paid an allowance for miscellaneous expenses, such as tips and laundry, incurred while traveling. This is the IE part of the M&IE. The daily IE entitlement in CONUS is \$2.00. The OCONUS daily IE entitlement is the rate for the applicable locality per diem, or \$3.50 when the order-issuing authority determines \$3.50 to be adequate for anticipated incidental expenses.

4. Other Reimbursable Expenses

a. Getting Around the TDY Location. Reimbursement is authorized for necessary travel at the TDY location. This includes travel from the transportation terminal to the lodging and back, one round trip per day from the lodging to place of duty, trips to eat, and trips between duty locations. If a rental car isn't authorized, the traveler is entitled to reimbursement for the cost of using public transportation. If private vehicle use is authorized, the entitlement for reimbursement is the standard mileage rate times the miles driven for the necessary travel around the TDY location. Travelers must note the required miles driven on the Trip Record.

★ b. Other Expenses on the Trip. The AO authorizes reimbursement for other necessary travel-related miscellaneous expenses necessary to the successful completion of the mission. They include, dual lodging costs, the cost of travelers' checks, ATM fees for travel advances on the Government travel card, cost of passport photos, passport and visa fees when a regular fee passport is required, official local and long distance phone calls, currency conversion fees, airport taxes, authorized excess baggage transportation costs, tips for taxis and limousines, boarding fees, conference registration fees, and similar expenses. Transportation costs to and from the transportation terminal in the area of the PDS, to include parking at the terminal, are reimbursable not to exceed the cost of taxi fare to and from the terminal. Uniformed members may be reimbursed for

customary tips for handling baggage at transportation terminals. Travelers may be reimbursed for tips for handling Government property at terminals and hotels. The AO also may authorize reimbursement for other necessary travel-related expenses when they are clearly in the Government's interest. For example, an AO may consider certain phone calls to the traveler's home or family while on the trip as official if the AO considers the calls to be in the Government's interest. If these calls are determined to be in the Government's interest, the AO should establish the reimbursement ceiling for the calls. A traveler should find out what telephone dollar limit the AO has set before leaving on a trip. Travelers must itemize these expenses on the Trip Record. Other reimbursable expenses must be clearly travel related, rather than mission related (e.g., batteries, tools, film) and not personal (e.g., child/house/pet care, gifts such as flowers for the hotel concierge, workout room/gym fees). Items included in incidental expenses (see subpar. 3 above and Appendix A, definition of per diem) such as laundry shall not be authorized as reimbursable expenses.

B. Lodging Overnight Required - Schoolhouse Training Standards

1. Schoolhouse training standards are the same as for business travel, except that for training, the training location commander, not the AO, decides if use of Government quarters is directed (par. T4040-A1b) and if one of the two M&IE rates based on Government mess availability is appropriate.

2. In some situations, the Service Secretary may approve Essential Unit Messing (EUM) for students in particular courses when readiness requires Government mess use. When EUM applies, members get incidental expense reimbursement. Civilians get incidental expense reimbursement and reimbursement for the amount paid for food. The AO may authorize the actual amount paid up to the proportional meal rate for commercial meals the traveler is required to purchase.

3. The Trip Record shall indicate mess availability. When actual mess availability differs from the pre-trip information, the AO may authorize on a daily basis the proportional rate (1 or 2 meals) or the locality M&IE rate (all 3 meals) depending on how many meals were missed. The traveler must note on the Trip Record how many meals by date weren't available.

C. Lodging Overnight Required - Standards for Deployment, Group Travel and TDY Aboard Vessels. Other reimbursable expenses (par. T4040-A4) are authorized in the same manner as for business travel. The AO may authorize the proportional meal rate for meals (but no incidental expenses) and/or payment for lodging when the traveler isn't entitled to per diem but is required to purchase these items. See par. T4040-A1c if the lodging cost exceeds the published maximum rate.

1. Group, as opposed to individual, travel includes travel away from the PDS during which the mission requires control of the group of travelers. It only includes travel days between duty locations and doesn't involve entitlements for full days at duty locations. No per diem is payable for group travel. Most members pay the food cost without operating expense, and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. Group travel must never be used simply to save travel funds.

2. Training exercises, maneuvers, war games, and similar types of operations may be classified as field duty when everything ordinarily associated with per diem is furnished without charge. Per diem isn't payable during field duty. Lodging is provided and most members pay the food cost without operating expense; civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of the amount paid for food. When the Secretary concerned, or CINC or JTF commander for a joint deployment, determines that Government messing is essential to accomplish training and readiness, EUM applies. The meals portion of the M&IE isn't payable. Most members pay the food cost without operating expense and civilians pay the food cost and operating expense. Civilians are entitled to reimbursement of

the amount paid for food. All EUM travelers are entitled to the IE.

3. Joint deployments involve the temporary assignment of members of more than one uniformed service to a provisional force formed for a specific task or operation. TDY options include regular business travel, EUM, or field duty. The CINC or JTF commander determines the appropriate option and may specify a different option for different locations. For example, field duty might be appropriate for the main body of the deployed force, but business travel might be appropriate for an interim staging base. In choosing the option to use, the CINC or JTF commander should consider, in the following priority: business travel, EUM, field duty. Under normal circumstances, the CINC should choose business travel unless operational circumstances dictate otherwise. In general, business travel is appropriate for peacekeeping, humanitarian, and relief missions. The CINC or JTF commander may approve EUM when it enhances operational readiness, the conduct of military operations, or is necessary for the conduct of training. It applies to units only, not to individual travelers. Table 1 shows the effect of each option on per diem entitlement.

4. TDY Aboard Vessels

a. No per diem is payable when TDY aboard a U.S. vessel since quarters and mess are provided. Civilians are reimbursed for the amount paid for food.

b. The AO may authorize payment of a per diem when the traveler is TDY aboard a foreign or commercial vessel and incurs an expense for other than Government meals. The AO may establish a per diem allowance equal to the daily expenses.

JOINT TASK FORCE OPERATIONS TDY OPTIONS**SUBSIST ASHORE**

TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate ¹ for Government Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Employee Pays for Lodging and for Government Meals at Discount Meal Rate ²
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals (In AOR only)	Lodging and M&IE	Member/Employee Pays for Lodging and Full Meal Rate for Government Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Pays for Government Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian pays for Government Meals at Full Meal Rate

SUBSIST ABOARD GOVERNMENT VESSEL³

	SUBSISTENCE	PER DIEM	REMARKS
TDY	Government Lodging and Government Meals	None	Civilian Pays for Meals

¹Full Meal Rate = Food costs plus operating expenses.²Discount Meal Rate = Food costs only.³Members/employees deployed who are ordered to subsist ashore -- see "Subsist Ashore" (above table) for order type and payment guidelines.

NOTE: For BAS entitlement see DoDFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

Table 1. Deployment - Joint Operations TDY Options

D. Lodging Overnight Not Required

★ 1. Transportation. Travelers should arrange for transportation through the CTO, even though overnight lodging isn't required. If the travel is in the local area (see JFTR, par. U3500, and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used. If a private vehicle is used to and from home, the traveler is entitled to the standard mileage rate for the distance driven, minus the normal distance driven to and from work. If the traveler doesn't drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work. The AO decides the reimbursement amount based on the premise that a traveler is to be paid the difference between the cost of using the vehicle and the traveler's normal cost to get to work. In addition, travelers are entitled to reimbursement for other expenses such as tolls and parking when using their private vehicles. For distance determination see par. U2020 (DTOD requirements).

2. Meals. With two limited exceptions (see par. T4060-B11), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (highest rate, if more than one TDY location). No per diem is authorized when TDY is 12 or less hours. However, the AO may authorize the actual amount paid up to the proportional meal rate (not including incidental expenses) for the TDY location when uniformed travelers spend more than the cost of normal meal arrangements for travel outside the PDS limits.

T4045 TRAVEL ENTITLEMENTS FOR RESERVE COMPONENT PERSONNEL

A. General. This paragraph applies to Reserve Component personnel on active/inactive duty under orders that provide for return home. For travel of cadets and midshipmen, applicants and members of the Senior Reserve Officers' Training Corps (SROTC), Reserve travel for medical and dental care, members of the Ready Reserve on muster duty, retirees called to active duty and active duty for training tours of 20 or more weeks at one location

(except as noted in par. U2145-D and subpar. D4), see par. U7150.

B. Inactive Duty Training. Reserve Component personnel commit to an obligation to participate in 48 scheduled training periods (inactive duty training (IDT) unit drills) a year. Services have different terms for these drills, such as unit training assemblies, or weekend drills. Inherent in this obligation is the travel between the member's home and the location where the member normally performs "drill" (the armory, reserve center, assembly location, etc.). They receive no reimbursement for that commute. For purposes of this subparagraph, **Assigned Unit** is a reserve member's designated post of duty and **TDY Station** is an alternate site outside the local commuting area (see par. U3500) of the member's assigned unit or home.

1. Travel from Home to Assigned Unit or Alternate Site in Local Commuting Area. There's no entitlement to travel and transportation allowances. The member may be authorized reimbursement under par. T4040-A4a for transportation expenses in and around the unit/site. When the member travels between home and an alternate site, the member is paid mileage for the distance that exceeds the distance from home to the assigned unit.

2. Travel from Home/Assigned Unit or Other Location to TDY Station. The member is entitled to allowances in par. T4040 and par. T4030, limited to travel cost from the assigned unit.

3. Travel from a Location Other than Home/Assigned Unit to an Alternate Site Within the Local Commuting Area. There's no entitlement to travel and transportation allowances; however, the member is paid mileage for the distance traveled limited to the distance from the assigned unit to the alternate site less the distance from home to assigned unit.

C. Travel for Annual Training (AT). For AT travel, members are entitled to payment for 1 round trip between home and the AT site under par. T4030. If the AT is performed in two or more separate tours, the AO may authorize round-trip transportation for each tour. Per diem is payable under par. T4040-A for travel days to and from the AT location, unless the member commutes daily or the AO determines the member can commute.

soon after arrival without a rest period. (When premium class is authorized for this reason, the AO isn't to authorize a rest stop en route or a rest period upon arrival at the duty site.)

AOs must contact their Service headquarters, through command channels, for permission to use first-class accommodations. First class may be authorized when:

(1) No other accommodations are available within 24 hours of the traveler's proposed departure or arrival time;

(2) A documented medical condition of the traveler requires use of first-class; or

(3) Exceptional security circumstances exist.

★ d. Using American Flag Carriers. Available U.S. flag air carriers shall be used for all commercial foreign air transportation of persons/property when air travel is funded by the U.S. Government (49 U.S.C. §40118 and B-138942, March 31, 1981). See JFTR, par. U3125-C and JTR, par. C2204-B.

U.S. flag carriers aren't considered "available" if:

(1) Use of a U.S. carrier would extend the travel by at least 24 hours when traveling between a U.S. gateway airport and a foreign gateway airport that is the origin or destination;

(2) Use of a U.S. flag carrier would require the traveler to wait six hours or more at a foreign gateway interchange point or extend the travel time by at least six hours more when traveling between two points outside the U.S.;

(3) Use of a foreign flag carrier would eliminate two or more aircraft changes en route on a trip between points outside the U.S.;

(4) The elapsed travel time by a foreign carrier is three hours or less and travel by a U.S. carrier would be at least twice the time;

(5) The travel can only be financed with excess foreign currency and available U.S. flag carriers shall not accept the currency;

(6) Only first class accommodations are available on a U.S. flag carrier where less than first class accommodations are available on a foreign flag carrier; or

(7) Transportation on a foreign carrier is fully paid by a foreign government, international agency or other organization; see DOD 5105.38M, par. 20202-C3e when travel is on Security Assistance Business.

e. Travel Involving Leave or Personal Convenience Travel. The AO may permit a traveler to combine official travel with leave or personal travel. The official portion is to be arranged through the CTO. Transportation reimbursement is authorized for the cost of official round trip travel between duty stations only. The traveler may make other travel plans and pay the excess above the official cost; no excess costs for travel or M&IE are borne by the Government. For civilian travelers, the rules in JTR, par. C4563-C, apply. A member isn't entitled to per diem on any day leave is charged. *Don't permit a TDY trip that is an excuse for personal travel.*

2. Lodging Selection

a. CTO Lodging Arrangements. The AO should approve lodging arrangements made by the CTO to minimize the use of rental cars and maximize the use of mass transportation when it's consistent with mission requirements and cost effectiveness.

b. Lodging Required on the Day Travel Ends. When lodging is required on the day travel ends and the AO authorizes/approves the traveler to obtain lodging, the lodging reimbursement shall be based on the locality rate, or AEA if appropriate, for the en route TDY site.

3. Rental Cars. The AO may authorize the CTO to arrange rental cars when their use is the most cost-effective or efficient way to complete the overall mission. The compact car size should be authorized unless the number of passengers or the mission requires a larger vehicle.

4. Authorized Trips Home During Extended Business TDY. AOs may authorize return trips to the PDS or home only when such trips are authorized for

a Service or Agency, and only when travel funds are available to support the travel expenses.

The Service Secretary or the Agency Head must determine that the costs of such periodic return travel are outweighed by the savings. The length and purpose of the TDY assignments, the distance of the return travel, increased member or employee efficiency and productivity, and reduced costs of recruitment and retention are to be considered. An analysis must be conducted at least every other year.

The travel should be performed outside the traveler's regularly scheduled duty hours or during leave. For civilian employees, scheduling the authorized travel to minimize payment of overtime should be considered. This authority applies only to business TDY.

5. Phone Calls to Home or Family During TDY. The AO may consider certain calls to home or family made by the traveler as in the Government's best interest. Such calls may be to advise of the traveler's safe arrival, inform or inquire about medical conditions, and any changes in itinerary. AOs must limit this to a dollar amount.

6. Travel Expense Report. The Trip Record contains the expense report. AOs must review their traveler's expense report as soon after receiving it as possible. AOs are to examine the amounts claimed, all receipts for lodging, receipts for amounts claimed of \$75 or more, or a signed statement why a receipt isn't attached. The AO's signature on the expense report indicates the travel was taken, the required receipts were reviewed, the charges seem reasonable, it serves as certification that phone calls authorized for reimbursement are considered in the Government's best interest, and it is the approval for payment of the authorized expenses, subject to random selection and examination of the expense report and required receipts by the paying office.

7. TDY from Leave. AOs may direct someone on leave to perform TDY if the need for the TDY is unknown prior to the leave. If they do, the traveler must be authorized payment of normal TDY costs from the leave location to the TDY location and back to the leave location, or back to the PDS.

8. Shipment or Storage of HHG. AOs may authorize shipment of a small amount of HHG to the TDY point. Also, they may authorize storage of HHG when appropriate. For example, storage is to

be authorized during deployments. See the rules for shipping and storage HHG while on TDY in JFTR, Chapter 4, Part H, and JTR, par. C2309.

9. Lower or No Per Diem Rates. There may be situations where the combination of published per diem rates with lodging and mess availability may result in illogical payments. For example, a remote TDY location with no Government mess may have a club where the cost of meals is only a fraction of the full M&IE. In these cases, AOs may recommend payment of lower or no per diem to their Service point of contact listed in the Introduction of the JFTR and JTR under the heading Feedback Reporting. Lower per diem rates can only be established *before* travel begins.

10. Allowable Travel Days. The CTO computes the number of days allowed for travel based on the transportation modes the AO specifies (see par. T4030-H). However, when the traveler uses more than the allowed days, the AO may approve the extra time as official. Generally, AOs should only approve extra time when the reasons for the additional time were beyond the traveler's control (for example, strikes, weather).

11. TDY Within the PDS Limits. Per diem may not be paid for expenses within the PDS limits, except:

a. under emergency circumstances that threaten injury to human life or damage to Government property when authorizing per diem is the only method to handle the situation; and,

b. to uniformed members escorting arms control inspection team members engaged in activities related to implementing an arms control treaty or agreement.

Reimbursement is for actual meal costs up to the proportional meal rate (not including incidental expense) and/or the actual lodging cost up to the maximum rate for the PDS. Justifying reasons must be noted on the Trip Record.

12. TDY Aboard Vessels. Normally, people TDY aboard vessels are fed without charge making them ineligible for per diem. However, people TDY aboard non-U.S. government vessels may be charged for meals. In this situation, AOs can determine a per diem rate to cover the food cost. This shouldn't be confused with officers paying for meals the same as ship's company officers

Activities Authorized To Use Appendix O

DoD Component	Organization/Location	Effective Date
U.S. Army	Training & Doctrine Command, Ft. Leavenworth, KS	May 13, 1996
	U.S. Army Forces Command, Ft. McPherson, GA	August 13, 1996
	U.S. Army Europe, U.S. Army Military Community, Stuttgart, GE	June 25, 1996
	U.S. Army Military Community, Heidelberg/Mannheim, GE	June 25, 1996
	U.S. Army Missile Command, Huntsville, AL (also includes selected other tenants of Redstone Arsenal, AL, and selected personnel of the Simulation, Training and Instrumentation Command (STRICOM) Huntsville, AL, and Orlando, FL, and the Space and Strategic Defense Command (SSDC), Huntsville, AL)	June 17, 1996
	Corps of Engineers Waterways Experiment Station, Vicksburg, MS	May 1, 1996
	Corps of Engineers, Ohio River Div., Cincinnati, OH	Pending [1]
	HQ Army Audit Agency, Alexandria, VA	October 1, 1996
U.S. Navy	USS Eisenhower	June 20, 1996
	Discontinued	March 31, 1997
	PSA, Norfolk, VA	June 20, 1996
	HQ, CINCLANTFLT (N00IG; N02; N6 and N1) Norfolk, VA	June 20, 1996
	Naval Command, Control & Ocean Surveillance System Center, (RDT&E), San Diego, CA	June 20, 1996
	NPGS, Monterey, CA	June 20, 1996
	Naval Undersea Warfare Center Div, Newport, RI	June 20, 1996
	HQ, CINCPACFLT, Pearl Harbor, HI	June 20, 1996
	Discontinued	March 31, 1997
U.S. Marine Corps	Marine Corps Air Station, Beaufort, SC	Pending [1]
	Marine Corps Air Station, New River, NC	Pending [1]
	Marine Corps Air Station, Cherry Point, NC	Pending [1]
	Marine Forces Reserve, New Orleans, LA	Pending [1]
	Second Marine Expeditionary Force, Camp Lejeune, NC	Pending [1]
	Marine Corps Recruit Depot, Parris Island, SC	Pending [1]
	Headquarters, U.S. Marine Corps, Washington, DC	Pending [1]
	Sixth Marine Corps District, Atlanta, GA	Pending [1]
U.S. Air Force	11th Wing, Bolling AFB, Washington, DC	May 2, 1996
	Dover AFB, DE	April 23, 1996
	Peterson AFB, CO	March 1, 1997
	Randolph AFB, TX	April 15, 1997
	Air Combat Command HQ and 1st Wing, Langley AFB, VA	June 5, 1996
	Hill AFB, UT	March 24, 1997

DoD Component	Organization/Location	Effective Date
	Mountain Home AFB, UT	March 24, 1997
	Niagara Falls Air Reserve Station, NY	March 24, 1997
Washington Headquarters Services	Designated organizations	April 1, 1997
Defense Commissary Agency (DeCa)	HQ and Operations Center, Provisional, Ft. Lee, VA	June 5, 1996
Defense Finance and Accounting Service (DFAS)	Kansas City Center, Kansas City, MO Discontinued	May 1, 1996 March 31, 1997
Defense Logistics Agency (DLA)	Administrative Support Center, Ft. Belvoir, VA	June 5, 1996
National Imagery & Mapping Agency (NIMA)	Multiple locations - all NIMA components	May 1, 1996
★ Defense Threat Reduction Agency (formerly Defense Special Weapons Agency)	Dulles, VA	June 1, 1996
Organization of the Joint Chiefs of Staff	Washington, DC	May 1, 1996
Defense Information Systems Agency	Washington, DC	June 16, 1997
Ballistic Missile Defense Organization	Washington, DC	July 15, 1997

[1] Authorization to begin testing using simplified entitlements is pending; site is waiting for computation software certification or installation, or working to correct network problems.